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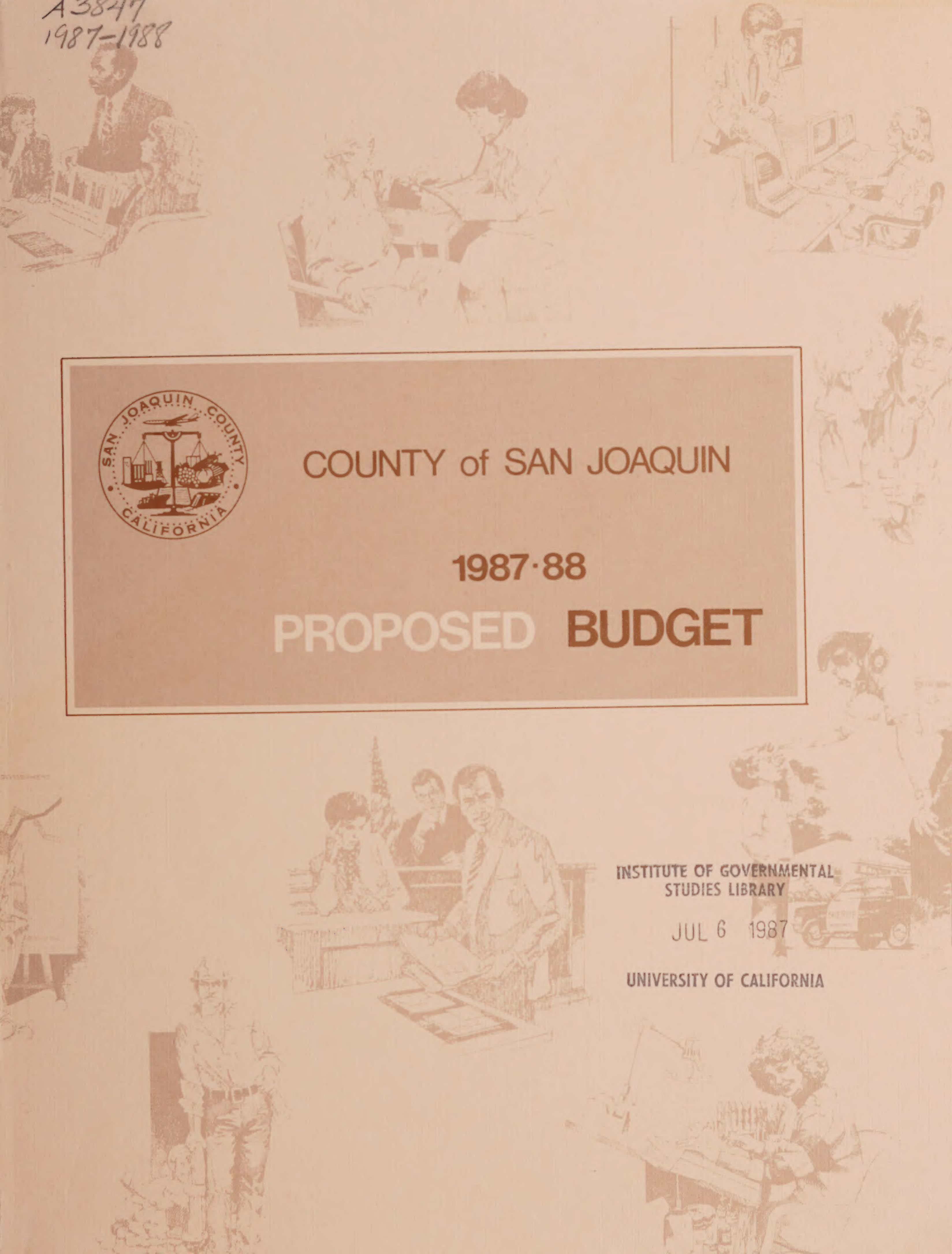

COUNTY of SAN JOAQUIN

1987·88

PROPOSED BUDGET

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TABLE OF CONTENTS

- Index iii

- 1987-88 Budget Message 1
  - Program Summaries

- Individual Budget Units by Function
  - General Government A-1
  - Capital Maintenance & Improvement B-1
  - Environmental Protection C-1
  - Law & Justice D-1
  - Roads & Facilities E-1
  - Health Services F-1
  - Human Services G-1
  - Education H-1
  - Parks & Recreation I-1
  - Contingencies J-1
  - Special Districts K-1

INDEX

AB 1733 Child Abuse Program..........................G-63
AB 2994 Child Abuse Program..........................G-60
Advertising County Resources........................A-116
Aging Programs, All - Summary.......................G-73
Aging, Senior Employment Training Programs - Summary.....G-79
Aging - Linkages Program............................G-88
Aging - MSSP Program................................G-91
Aging - Planning & Administration...................G-74
Aging - Title V.....................................G-83
Agricultural Commissioner...........................C-14
Agricultural Commissioner, All Summary..............C-13
Aid for the Adoption of Children....................G-26
Airport Contribution................................E-48
Airport Enterprise Fund.............................E-58
Alcoholism Services.................................F-55
Alternate Care Homes................................G-98
Animal Control......................................C-21
Animal Humane Services..............................C-49
Assessor..A-64
Auditor-Controller..................................A-41

Board of Education...................................H-9
Board of Supervisors.................................A-5
Building Inspection.................................C-33
Burials...G-46

CAO-Capital Projects Division........................B-5
Care of Court Wards - Probation.....................G-94
Care of Court Wards - Public Assistance.............G-96
Central Morgue......................................C-47
Central Services....................................A-78
Central Stores - Internal Service Fund..............A-77
Child Abuse Programs - Summary......................G-59
Clerk of the Board..................................A-30
COG/Airport Land Use Commission.....................C-39
Collections Division................................A-94
Communications......................................A-82
Community Action Agency.............................G-49
Community Garden Program............................G-53
Community Services..................................G-71
Contingencies..J-5
Contribution - Airport..............................E-48
Contribution - Hospital Care........................F-70
Contribution - Motor Pool..........................A-126
Cooperative Extension...............................H-17
Coroner...D-91
County Administrator.................................A-8
County Clerk...D-5
County Counsel......................................A-99
County Library......................................H-14
County Justice System Advisory Group...............D-142
Cultural Services...................................I-19

Data Processing Division.......A-50
Day Care Centers.......D-135
Delinquency Prevention Commission.......D-120
Department of Aging - Administration.......G-74
Department of Aging & Community Services - All Dept. of Aging Programs Summary.......G-73
Department of Aging & Community Services, Long-Term Care Programs Summary.......G-87
Department of Aging - Title V.......G-83
Department of Aging & Community Services, All CAA Programs - Summary.......G-47
District Attorney.......D-12
District Attorney, All - Summary.......D-9
District Attorney, Less Family Support - Summary.......D-11
District Attorney - Child Abuse Vertical Prosecution.......D-32
District Attorney - Career Criminal Project.......D-18
District Attorney - Family Support Division.......D-35
District Attorney - Gang Violence.......D-28
District Attorney - Subvention Program.......D-21
District Attorney - Victim Assistance Center.......D-30
District Attorney - Victim/Witness Program.......D-24
Drug Abuse.......F-50

Education - Juvenile Hall.......H-12
Elections (Registrar of Voters).......A-108
Emergency Health Care.......F-69
Emergency Services.......C-41
Employee Benefits.......A-117
Employment and Training Budgets, All - Summary.......A-17
Equipment Depreciation and Building Use Allowance.......A-135
Equipment Maintenance and Motor Pool - Summary.......E-38

Family Support.......D-35
Fire Prevention.......C-5
Fish & Game.......C-50
Flood Channel Maintenance.......C-9
Foster Care.......G-23

General Relief.......G-28
General Services/Purchasing.......A-72
General Services, All - Summary.......A-69
Government Buildings.......B-9
Government Commodity Program.......G-56
Grand Jury.......D-152
Grants Management.......A-13

Health Care Services, All - Summary.......F-5
Health Care Services - Mental Health, Drug Abuse, & Alcoholism Programs - Summary.......F-33
Historical Society.......I-20
Home Supervision.......D-150
Hospital Care - Contribution.......F-70
Hospital Enterprise Fund.......F-8
Housing Appeals Board.......C-52

Human Services Agency, All Public Assistance Programs - Summary.....................................G-7
Human Services Agency, Major Benefits Payments Programs - Summary................................G-9
Human Services Agency, Refugee Programs - Summary.......G-37
Human Services Agency - Summary........................G-5

Insurance...A-123
Integrated Criminal Justice System....................D-154
Integrated Property System............................A-37

JTPA, All Employment and Training Programs - Summary....A-17
JTPA - Division Employment & Training..................A-19
JTPA - Older Worker Program............................G-80
JTPA - SYETP...A-26
Judgments and Damages.................................A-134
Justice System Advisory Group.........................D-142
Juvenile Court Work Project...........................D-137
Juvenile Hall...D-129
Juvenile Justice Delinquency Prevention Commission.....D-120

Library Administrative Services........................H-16
Library, County..H-14
Litter Control Program.................................I-14
Local Agency Formation Commission (LAFCO)..............C-54
Lodi Marshal...D-85
Lodi Municipal Court...................................D-67

Major Benefits Payments Programs - Summary..............G-9
Manteca-Ripon-Escalon Municipal Court..................D-71
Manteca-Ripon-Escalon-Tracy Judicial District - Summary..D-70
Manteca-Ripon-Escalon-Tracy Marshal....................D-87
Marshals, All - Summary................................D-81
Mary Graham Children's Shelter.........................G-66
Mental Health Services.................................F-34
Morgue...C-47
Motor Pool Contribution...............................A-126
Motor Pool Internal Service Fund......................A-127
Municipal Advisory Councils.............................A-9
Municipal Courts, All - Summary........................D-63
Municipal Court and Marshal, All - Summary.............D-62
Museum, Historical.....................................I-20

National Council of Aging..............................G-85

Operating Transfers....................................A-48

Parks and Recreation....................................I-6
Personnel Division....................................A-102
Planning Division......................................C-28
Planning and Building Inspection - Summary.............C-27
Post Training...D-101
Pretrial Services......................................D-78
Probation, All - Summary..............................D-115
Probation - Adult.....................................D-122
Probation - Co-Ops....................................D-146

Probation - Day Care Centers..........D-135
Probation - Delinquency Prevention Commission..........D-120
Probation - Home Supervision..........D-150
Probation - Jail Services Officer..........D-144
Probation - Justice System Advisory Group..........D-142
Probation - Juvenile..........D-117
Probation - Juvenile Court Work Project..........D-137
Probation - Juvenile Hall..........D-129
Probation - Penal Code 1000 - Diversion..........D-148
Probation - Training Program..........D-127
Probation - Services..........D-140
Probation - State Correctional Schools..........D-133
Public Administrator..........C-24
Public Assistance - Administration..........G-10
Public Assistance - Adult Special Circumstances Prog..........G-36
Public Assistance - AFDC..........G-18
Public Assistance - California Children's Services..........G-31
Public Assistance - Foster Care (AFDC)..........G-23
Public Assistance - General Relief..........G-28
Public Assistance - Homemaker Services..........G-34
Public Assistance - Indo-Chinese Refugee Program..........G-38
Public Assistance - Indo-Chinese Refugee Time Expired..........G-40
Public Assistance - Refugee Assistance Grant..........G-42
Public Assistance - Rehabilitation Expense..........G-33

Public Defender..........D-41
Public Defender, All - Summary..........D-40
Public Defender - Subvention Program..........D-47
Public Defender - Vertical Defense of Indigents..........D-45
Public Improvement..........B-19
Public Information..........A-34
Public Works, All - Summary..........E-7
Public Works, Road Fund - Summary..........E-5
Public Works - Administration..........E-9
Public Works - Construction..........E-29
Public Works - Engineering..........E-15
Public Works - Equipment Maintenance..........E-20
Public Works - General Services..........E-34
Public Works - Road Maintenance..........E-23
Purchasing..........A-72

Radio Internal Service Fund..........A-85
Rebates & Refunds..........A-125
Recorder..........A-136
Recreation..........I-5
Refugee Program - Summary..........G-37
Registrar of Voters..........A-108
Retirement - Administration..........A-120
Road Districts 1-5..........E-39

San Joaquin County Historical Society..........I-20
School District Organization..........H-11
School-Related Programs - Summary..........H-5
Senior Employment Training Programs..........G-80
Sheriff-Coroner..........D-91

Sheriff-Coroner, All - Summary....D-89
Sheriff - Boating Safety....D-98
Sheriff - Custody....D-105
Sheriff - STC Training....D-96
Single Audit....A-46
Solid Waste Enterprise Fund....F-72
Southern Water System Internal Service Fund....E-44
Special District Budgets Summary....K-3
State Correctional School....D-133
Stockton Marshal....D-82
Stockton Municipal Court....D-64
Superintendent of Schools....H-6
Superior Court....D-51
Superior Court, All - Summary....D-49
Superior Court - Conservatorship Investigation....D-58
Surveyor....A-112

Telephone Internal Service Fund....A-89
Tracy Municipal Court....D-74
Transportation Coordination....E-49
Treasurer-Tax Collector....A-60

Utility Districts....F-63

Veterans Service Office....G-101

Weights & Measures....C-18

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BUDGET MESSAGE

OFFICE OF
COUNTY ADMINISTRATOR

COUNTY OF SAN JOAQUIN

COURTHOUSE, ROOM 707
222 EAST WEBER AVENUE
STOCKTON, CALIFORNIA 95202-2778
(AREA 209) 944 3211

June 25, 1987

Board of Supervisors
Courthouse
Stockton, CA

Dear Board Members:

1987-88 PROPOSED COUNTY BUDGET

BUDGET SUMMARY

The 1987-88 Proposed County Budget totals $423.7 million, excluding Special Districts. This represents an increase of 8.3% over the Approved 1986-87 budget of $391.4 million.

Budget totals for the Special Districts governed by the Board of Supervisors have been added to the County budget figures shown below to illustrate the total scope of the Board of Supervisors' program responsibility. The grand total of the budget including Special Districts is $428.4 million, an increase of $32.3 million or 8.2%.

Function	1986-87 Approved*	1987-88 Recommended	Inc./Dec. Amount	Inc./Dec. Percent
General Government	$ 26.3 M	$ 24.7 M	$(1.6) M	(5.9)
Capital Improvement	23.1 M	19.6 M	(3.5) M	(15.3)
Environ. Protection	6.4 M	6.9 M	.5 M	7.9
Law & Justice	55.3 M	60.7 M	5.4 M	9.7
Roads & Facilities	26.1 M	28.5 M	2.4 M	9.3
Health Services	74.2 M	80.9 M	6.7 M	9.1
Human Services	169.6 M	191.4 M	21.8 M	12.9
Education	3.0 M	3.4 M	.4 M	12.7
Parks & Recreation	2.9 M	3.1 M	.2 M	5.0
Contingencies	4.5 M	4.5 M	.0 M	0.0
TOTAL COUNTY	$391.4 M	$423.7 M	$32.3 M	8.3
Special Districts	4.7 M	4.7 M	.0 M	0.0
TOTAL COUNTY PLUS SPECIAL DISTRICTS	$396.1 M	$428.4 M	$32.3 M	8.2

---

*Approved budget reflects adjustments approved by the Board of Supervisors through April 1, 1987. All totals are adjusted net including three Enterprise Funds.

The County is primarily responsible for administering State and Federal mandated programs, funded largely from program specific revenues. The significant growth projected in the budget for 1987-88 is primarily financed by public assistance subventions, health care subventions, and other revenues. The total County budget is increased $32.3 million (8.3%), while there is an increase of only $.6 million (.6%) in the Net County Cost funded by local general purpose revenue. This primarily reflects the reduction of $5.7 million in one-time general purpose revenue and a corresponding decrease in Net County Cost within the Capital Improvement and Maintenance function. Had this revenue reduction occurred in the operating budget, there would have been severe program cutbacks.

Recommendations for program changes and costs are discussed in each functional area summarized in the appendix to this letter.

FISCAL POLICIES

This is the fifth proposed budget I have prepared for your Board. Unlike prior years, this County is now at a financial and programmatic crossroads. As in other counties and at the State level, our budget is being driven by uncontrollable costs, primarily in the criminal justice system, especially the Jail. The squeeze between the costs of these mandated State programs and available funds has stretched our General Fund to the limit. Therefore, the thrust of this year's recommended Budget is based on a strategy for delivering services in an era of shrinking financial resources. These vital questions must be answered:

- What services should we provide and how will they be financed?
- How will we manage the array of services provided?
- How can we prepare for and encourage the inevitable future development and economic growth anticipated for this area?

The fundamental issue is focusing on the role of County government. The primary mission of County government is the provision of Countywide State-mandated services, NOT urban functions, servicing specific unincorporated communities in the County, unless such service is paid by the beneficiaries. A recent review of the cost of urban services for the unincorporated area funded from the County budget, compared with revenue, shows that expenditures in the unincorporated area exceed revenues generated by those areas by approximately $500,000 annually.

Therefore, there is a need to reaffirm a fiscal policy that residents of the unincorporated area should pay for urban services the County does not fund on a Countywide basis. Three fiscal issues soon will be before the Board of Supervisors that relate to this fiscal strategy:

- Should the five communities with local County parks now funded by the County General Fund form County Service Area (CSA) or another financing method to pay for park maintenance?

- Should the County continue to use County General Fund monies to support CSA 8-Taft Park and CSA 11-Larch Clover Park if the voters do not increase the areas' Proposition 4 expenditure limits?

- Should Utility Districts administered by the Public Works Department increase staffing and, in the future, add a preventive maintenance program, funded by those using the utility services?

We have had the opportunity to plan and prepare for the pending financial crunch which is already damaging many other counties. While a diversified tax base, and a higher-than-average proportionate County share of the local property-tax dollar have been ingredients, the following financial strategies have helped:

- The Board has kept a long-range fiscal perspective and has not expended scarce General Fund dollars on short-range, expedient programs.

- The Board has dedicated limited-term revenues, such as Revenue Sharing and State assistance through the Costa bills, to capital improvements, rather than new programs or expansion of existing services.

- The Board has placed revenues in excess of operational needs in Capital Projects and reserves for use when the economy turns down, and not in new programs or services.

- The Board has recognized the State's obligation and responsibility for funding health and welfare programs, and has not overmatched these mandated State services with local funds.

- The Board has committed resources for training, office automation, and expanded computer applications to help existing staff be more efficient in meeting increased service demands.

- The Board has emphasized entrepreneurship and has encouraged departments to identify new revenue sources to meet County services demands, minimizing the Net County Cost for those services.

If any of the above policies had not been initiated by your Board, the 1987-88 Proposed Budget would be out-of-balance. While special interests may have recommended deviation from these policies, your Board had the fortitude, in the face of opposition, to set in place a sound County fiscal strategy.

ECONOMIC FACTORS

In preparing the Proposed Budget, we have also considered a number of economic factors which will influence available revenue and demands for County services. The following are major economic/financial considerations for 1987-88:

- Despite decreases at the national level, San Joaquin County continues to have high unemployment, which we predict will stay in the range of 10% to 15% during the next fiscal year.

- Inflation during 1986-87 has been moderate; however, most economists are predicting a slight increase for the 1987-88 fiscal period.

- We have anticipated a growth of 10% in the assessed value for secured property taxes and an increase of 6% for the unsecured roll. This is slightly higher than the average of the previous six years and is based upon indications of high construction-activity permits and the high number of recordings of resales. For each 1% of assessed value growth, the County gains $436,141 in secured property taxes.

- State-proposed cost-of-living adjustments (COLA's) will increase program costs and revenues for State-prescribed, County-administered health and welfare programs. We have based our estimates upon the Governor's recommended levels, ranging from 3.6% to zero in various programs.

- Continued State allocations of vehicle license fees (VLF) have shown a dramatic increase in revenue for the past three years. The State Controller estimates this source of revenue for this County will increase $1.7 million between 1986-87 and 1987-88. We have brought our 1987-88 estimates up close to State-predicted levels.

- There is a major $4.3 million reduction in the General Fund balance available for 1987-88 operations compared to that carried forward into the current fiscal year.

- Reserve funds remain at current year levels, with operations financed from ongoing revenue sources. A $1 million repayment to the General Fund for a previous advance to the Capital Outlay Fund is offset by a payroll accrual ($929,350) for the General Fund which will not recur at the same level in future years.

AVAILABLE FUNDS

The funds required to support the total budget are derived from a number of sources. The following chart summarizes the available funds for 1987-88:

Source	1986-87 Approved*	1987-88 Recommended	Inc./Dec. Amount	Inc./Dec. Percent
Property Taxes	$ 54.6 M	$ 60.9 M	$ 6.3 M	11.5
Aid-Other Governments	263.0 M	284.2 M	21.2 M	8.1
Charges for Services	24.7 M	33.3 M	8.6 M	34.8
Sales Taxes	5.4 M	5.6 M	0.2 M	3.7
Other Taxes	3.6 M	4.0 M	0.4 M	11.1
Other Revenue	14.2 M	15.3 M	1.1 M	7.7
Fund Balances	24.2 M	20.4 M	(3.8) M	(15.7)
TOTAL AVAIL. FUNDS	$389.7 M	$423.7 M	$34.0 M	8.7

---

*Revenue shown at initial 1986-87 adopted levels.

There are a number of notable changes in available revenue:

- Property taxes are estimated to increase 11.5%, which includes the base projection of 10% on the secured roll and 6% on the unsecured, plus increases to current year experience in the supplemental property tax roll based upon increased volume of resales.
- There is a significant 34.8% increase in Charges for Current Services. These are fees paid by persons receiving services from the County, such as Hospital patients and persons seeking building and planning services.
- The Aid from Other Governmental Agencies category shows an increase which parallels the growth in the requirements for public assistance and health service programs.

NET COUNTY COST

Each of the budget unit discussions concentrates on a bottom line we call "Net County Cost". The Net County Cost is computed by subtracting program-generated revenues, offsetting grants, and cost-sharing by other governmental agencies from the appropriation requirements for each program. The Net County Cost is funded by general purpose revenues.

The following table illustrates the changes in Net County Cost in the various program areas between the current fiscal year and that proposed for 1987-88:

Source	1986-87 Approved	1987-88 Recommended	Inc./Dec. Amount	Inc./Dec. Percent
General Government	$ 10.7 M	$ 12.0 M	$ 1.3 M	12.1
Capital Improvement	14.4 M	8.7 M	(5.7) M	(39.6)
Environ. Protection	3.4 M	3.3 M	(.1) M	(2.9)
Law & Justice	44.3 M	48.5 M	4.2 M	9.5
Roads & Facilities	0.1 M	0.1 M	0.0 M	0.0
Health Services	3.7 M	3.5 M	(0.2) M	(5.4)
Human Services	15.9 M	16.9 M	1.0 M	6.3
Education	0.9 M	0.9 M	0.0 M	0.0
Parks & Recreation	2.4 M	2.5 M	0.1 M	4.2
Contingencies	4.5 M	4.5 M	0.0 M	0.0
TOTAL NET CO. COST	$100.3 M	$100.9 M	$ 0.6 M	0.6

This chart highlights the following:

- The total Net County Cost is increased only $.6 million (from $100.3 million to $100.9 million) or .6%, despite a $32.3 million appropriation increase.

- The Net County Cost increases in four program areas are virtually all offset by a reduction of $5.7 million in Capital Improvement & Maintenance. In that area, Revenue Sharing, fund balance, and a State subvention are either lower or have been eliminated as a funding source.

- The Law & Justice area has grown by 9.5% and represents nearly half the County's total general purpose revenue or expenditures for Net County Cost.

- General Government has increased $1.3 million ($10.7 million to $12.0 million) or 11.7%. This primarily reflects a State-required accounting change that causes an $835,000 increase.

- The areas of Capital Improvement & Maintenance, Environmental Protection, and Health Services show reductions in Net County Cost.

For each budget unit, "Net County Cost" can fall into one or more of four categories:

- Mandated Costs - Required by State or Federal statute or regulation.

- Required Match - Required programs which receive State or Federal funding with the balance paid by the County.

- Support Costs - Departments or services which provide specialized assistance to operating departments.

- Discretionary - Programs or areas which are funded on an optional basis by the Board of Supervisors.

The following table shows a distribution of the $100,901,347 Net County Cost anticipated in these categories:

Function	Mandated	Required Match	Support Cost	Discretionary
General Government	$ 6,029,787	$ 0	$ 5,625,005	$ 288,572
Capital Improvement	0	0	8,714,747	0
Environ. Protection	3,193,862	0	0	114,958
Law & Justice	46,812,532	21,809	1,442,626	260,090
Roads & Facilities	0	0	0	122,436
Health Services	0	3,484,800	0	0
Human Services	16,423,098	116,467	0	364,442
Education	571,697	0	0	357,163
Parks & Recreation	0	0	0	2,457,256
Contingencies	0	0	0	4,500,000
TOTAL	$73,030,976	$3,623,076	$15,782,378	$8,464,917

The preceding chart illustrates:

- Of the total Proposed Budget of $423.7 million, only $8.5 million or 2% is discretionary, and $4.5 million of this is reserved for the County's Appropriation for Contingencies.

- The area with the highest percentage of Mandated cost is Law and Justice, which represents 64.1% of the $73 million expenditure for Mandated Net County Costs. Further, the Law and Justice function accounts for 46.4% of all Net County Cost.

- Health Services require $3.5 million of the $3.6 million total in the Required Match category. These matching funds are for Mental Health, Alcohol, Drug, and Hospital programs.

- Support functions, which account for 15.6% of total Net County Cost, include: 1) services provided by General Government departments, 2) Capital Projects required by public service departments, and 3) the Criminal Justice Information System.

There are several major general purpose revenue sources which support the Net County Cost. The following chart summarizes these sources:

Source	1987-88 Recommended	Percent of Total
• Property Taxes	$ 55.6 M	55.1
• Interest Income	2.5 M	2.5
• Sales Taxes	5.6 M	5.5
• Other Taxes	3.0 M	3.0
• Fund Balance	7.0 M	6.9
• State Shared Revenues	22.2 M	22.0
• Other	5.0 M	5.0
TOTAL	$100.9 M	100.0

COUNTY'S PROPERTY TAX BASE

The property tax base continues to be the most significant source of County general purpose revenue. It provides funding for 55.1% of the Net County Cost identified in the Proposed Budget. This base has been an excellent source of growing revenue despite economic, constitutional, and statutory changes in the last 20 years.

In San Joaquin County, the County is the single largest agency supported in part by property tax. However, the County's share is only 39.4% of all property taxes as shown below:

Countywide Distribution Of Property Taxes
1986-87

Agency	Percentage
San Joaquin County	39.4
Schools	30.9
Cities	13.8
Fire Districts	4.5
Other Special Districts	3.8
San Joaquin Local Health District	2.6
County Roads Districts	2.2
County Library	1.7
Redevelopment Agencies	1.1
TOTAL	100.0

Although the percentage of the County's share of property taxes varies within the unincorporated area and in each City, it is fairly uniform as shown below:

Area	County Share of Property Taxes
Unincorporated Area	41.0
City of Lodi	42.1
City of Stockton	38.5
City of Manteca	37.3
City of Tracy	35.6
City of Escalon	35.4
City of Ripon	29.1
COUNTYWIDE AVERAGE	39.4

This illustrates that development in the unincorporated area produces only marginally more property tax revenue than development in most cities. When development occurs in the unincorporated area, the County assumes responsibility for additional urban services, but receives very little additional revenue. Development in cities requires our providing only Countywide services, for which the County appropriately uses its Countywide revenue base.

Only seven counties in the State receive a higher average percentage of property taxes than San Joaquin County. Of the counties larger than San Joaquin, only Los Angeles County receives a higher percentage.

Williamson Act

Two major changes approved by the voters of California in the last 20 years have had a significant effect on property taxes. In 1968, the Land Conservation Act (Williamson Act) approved by the voters and implemented by the Legislature and boards of supervisors began a program which has stabilized agricultural land values for property tax purposes. In San Joaquin County, approximately 85% of agricultural land is covered by land conservation contracts. Contracts protect agricultural land from a change of use and allow the computation of property tax values based upon agricultural income factors rather than market value. The result has been a diminishing portion of the tax roll relying on agricultural land values. This is illustrated by the following table, showing that rural land values made up 36.1% of the roll in 1968-69 compared to only 13% in 1986-87:

Percentage Of Total Assessed
Value By Property Type

Type Property	1968-69	1974-75	1980-81	1986-87
Single Family Res.	28.9	32.9	49.0	50.1
Multi-Family Res.	4.5	7.7	6.0	7.0
Rural	36.1	24.4	19.0	13.0
Commercial	12.7	15.3	9.5	11.5
Industrial	17.8	17.2	10.5	11.8
Mineral	N/A	1.1	1.5	2.2
Other	N/A	1.4	4.5	4.4
TOTAL	100.0	100.0	100.0	100.0

Post Proposition 13

A second significant change in property taxes resulted from voter approval of Proposition 13 in 1978 and the subsequent enactment of AB 8 in 1979, which provides the current basis of the property tax system and the distribution of funds among the taxing agencies. The changes resulted in a substantial cut in property taxes, but subsequent growth has been remarkably strong. This is illustrated by these assessed value figures for the last six fiscal years for San Joaquin County:

Fiscal Year	Total Assessment Roll	% Increase
1980-81	$ 7.4 Billion	N/A
1981-82	8.3 Billion	12.78
1982-83	9.1 Billion	9.54
1983-84	9.7 Billion	6.61
1984-85	10.7 Billion	9.92
1985-86	11.7 Billion	10.17
1986-87	12.6 Billion	6.92

The data above reflects a 9.32% average annual increase in assessed value in this County.

Changes for 1987-88

Several economic factors of note will influence the assessed value growth in 1987-88. The Assessor has reduced values for a number of large food processing plants in recent years. This primarily reflects the reduced use and value of canneries, sugar refineries, and wineries with the recent recession in the agricultural economy. This hopefully may be the last year of this downward trend.

The formula for computation of the Williamson Act values on agricultural land is based on rental yields and a State-prescribed interest rate. The downward movement in the interest rate this year will result in increased values. It is roughly estimated that this will add an aggregate net of 1% to tax roll values in 1987-88.

The single largest portion of the tax roll is for residential property. New construction and resales, which result in reappraisals, have been stimulated by the lowest mortgage interest rates in 10 years. This is expected to be the major growth factor in the tax roll for 1987-88.

Offsetting these growth factors slightly is a significant reduction in mineral values, primarily natural gas. Less gas-reserve development, rapid depletion, and lower prices result in lower taxable values for a third consecutive year. This loss last year reduced the roll by $63 million.

Early indications are that the State-assessed utility roll may increase only 4.7% on a Statewide basis for 1987-88. The actual figures for each county normally become available in August each year.

Based on all these factors, we estimate an increase of 10% in the secured portion of the tax roll. This is only slightly higher than the average 9.32% increase experienced in the last six years.

Importance of General Plan Revision on Property Tax Base

As with the Jail, potential judicial intervention on the adequacy of the County's General Plan has significant financial implication for our revenue base. If there is a judicial determination that our General Plan is inadequate, issuance of building permits and other land-use approvals would cease, thereby stopping development in the unincorporated areas of the County. The long-term negative impact of such an action on the potential growth of our property tax revenues more than offsets the cost for the recommended planning-review process discussed under the Environmental Protection area in the appendix.

RESERVES AND CONTINGENCIES

San Joaquin County has three types of reserves--a General Reserve, self-insurance trust funds, and a provision for contingencies. The General Reserve is currently $6.5 million. There is no change recommended for the next fiscal year. This reserve does not appear in the budget totals, but provides a cash resource for the County during its dry period of financing between the beginning of the fiscal year and the receipt of property taxes in December and April. The General Reserve, in a serious emergency, can provide an additional contingency to the County.

The self-insurance trust funds were established as the County's self-insured programs became operational, beginning in 1974. Included are reserves for casualty, workers' compensation, unemployment, medical, and dental insurance. The casualty insurance, workers' compensation, and unemployment insurance fund balances are slightly below the maximum reserve levels adopted by the Board of Supervisors. Recent actuarial studies have been conducted of the casualty and workers' compensation programs. The levels of contribution and reserves were verified as being appropriate. The unemployment insurance fund is being held at the current levels until the courts determine whether the State is responsible for reimbursing the County for these costs. There are court cases which have indicated that it is both a local and a State responsibility. The resolution of this predicament is uncertain.

The medical and dental insurance trust funds are used only for cash flow and provide only a small margin of protection to the County's administration of its employee health insurance program. None of these trust fund reserves or programs are part of the annual budget. There are no proposals to change reserve levels of these programs in the budget process. Charges for casualty and workers' compensation insurance to departments are discussed in Budget Unit No. 163-Insurance.

The Appropriation for Contingencies provides the County with the day-to-day reserve for unforeseen budgetary needs. The Contingency has been used sparingly in the past; however, sudden economic downturns can substantially increase the County's costs, particularly in health and welfare programs. In addition, natural and man-made disasters can create excessive costs that are not budgeted and may require immediate attention during any given fiscal year. We are recommending a continuation of the current $4.5 million Appropriation for Contingencies in the coming year for such purposes. This reserve level has been in effect since the 1985-86 fiscal year.

PRECARIOUS BALANCE

In last year's budget message, we pointed out that many California counties are suffering from severe financial problems. Growth in mandated functions such as welfare, health, and justice programs is outstripping the growth in general purpose revenue. This requires continuous trimming of mainline County functions to fund these State-prescribed program areas. Last year we pointed out that this was becoming a disturbing trend in San Joaquin County and that future operating budgets could not be fully financed with current revenues if this trend continued. Our proposed 1987-88 budget reflects the increasing severity of this problem.

While the Proposed Budget is balanced, it is a precarious balance utilizing all available funds and providing little flexibility in the event any of our assumptions prove to be wrong. Key items which are not known at the time of the preparation of the Proposed Budget include 1) the actual 1986-87 fund balances, particularly for the General Fund, 2) the assessed value increase which determines growth in our most significant source of revenue--property taxes, and 3) final decisions made by the State Legislature affecting program costs and sources of revenue. Additionally, there is the uncertainty about the economic forecasts and assumptions made in the budgeting of many program areas.

At the budget hearings in August 1985, we were able to announce that the fund balance for the General Fund exceeded the amount estimated in the Proposed Budget by $1.8 million. At that time, your Board approved our recommendation to place the $1.8 million in the General Reserve. At the time we said:

> "Because significant fluctuations occur in the General Fund balance, which is normally used for the following year's operation budget, we recommend that this additional balance available in the current year be placed in the General Reserve. This will provide funds to stabilize the County's reliance on the General Fund year-end balance for future years."

We warn the Board that if our property tax estimates or General Fund balance estimates fail to prove accurate, we may recommend that a portion of the monies added to the General Reserve in 1985 be withdrawn and used to stabilize the 1987-88 level of available funds.

The State Legislature is considering a number of proposals to assist counties financially. We have not anticipated any of these as potential sources of revenue for the new budget year. We believe it would be prudent to treat any increased State support as unanticipated revenue to return a measure of safety to the revenue side of the Budget. This might ensure that the County's General Fund carryover at the end of the next fiscal year does not once again show a reduction.

STAFFING

Our budget instructions to departments encouraged them to adhere to the following priorities in requesting new permanent positions which are:

- Required by new legal mandates.
- Fully offset by program revenue.
- Demanded by workload for health and safety purposes.

We also asked that overtime and extra-help requests be limited to or kept below current fiscal year budgeted levels. We believe that the departments responded well to this guidance.

Following is a table showing the permanent allocated and temporary (FTE) positions recommended for 1987-88 for each area, as compared to those approved for 1986-87.

	1986-87	1987-88	Inc./Dec.	
Function	Approved	Recommended	Amount	Percent
General Government	511.2	517.6	6.4	1.3
Capital Improvement	75.5	68.4	(7.1)	(9.4)
Environ. Protection	144.5	147.8	3.3	2.3
Law & Justice	1,167.2	1,224.2	57.0	4.9
Roads & Facilities	219.0	228.0	9.0	4.1
Health Services	1,618.8	1,697.4	78.6	4.9
Human Services	754.7	781.1	26.4	3.5
Education	11.1	10.1	(1.0)	(.9)
Parks & Recreation	74.8	81.1	6.3	8.4
TOTAL STAFFING	4,576.8	4,755.7	178.9	3.9

Several significant points should be noted:

- There is an overall net increase of 3.9%, or 178.9 positions (89 allocated and 89.9 temporary).
- A total of 102.3 new positions (33 allocated, 69.3 temporary), or 57.2% of the recommended increase, are fully funded by outside revenues, with no General Fund cost. Included are 56 new Hospital positions (4 allocated, 52 temporary) to meet patient-driven workload increases, and a total of 10.5 new positions in the Law & Justice area (3 allocated, 7.5 temporary) to meet increased case-driven workload.

- A total of 40.2 new positions (22.0 allocated, 18.2 temporary), or 22.5% of the recommended increase, are largely offset by outside revenues. Included are 21 allocated and 1.3 temporary new positions in Public Assistance (Welfare) Administration which are 80% funded by Federal/State revenues and 15.6 new positions (1 allocated, 14.6 temporary) in Mental Health, Alcohol and Drug Services, which are 90% funded by State/Federal revenues.

- There is a net increase of 162 positions (74 allocated, 88 temporary), or 90.6% of the total increase, in three program areas: Law & Justice, Health Services, and Human Services. These are all mandated program areas where the workload is case-driven.

- The net change for functions other than Law & Justice, Health Services, and Human Services totals only 16.9 full-time equivalent positions.

- A total of 33 new allocated positions have been funded for only six months of FY 1987-88 in the Law & Justice area. Included are 25 positions in the Sheriff-Custody budget to meet staffing requirements at the Jail caused by continuing growth in the inmate population.

- The remaining 24.9 new positions (7 allocated, 17.9 temporary) have been added for 10 months of FY 1987-88 in various County departments to meet workload increases. Most of these positions represent a General Fund cost.

PUBLIC IMPROVEMENTS, FACILITIES, AND INFRASTRUCTURE

San Joaquin County continues to face the need for new and improved facilities to deliver public services. Overcrowding in detention facilities, new technologies and standards in health care, outdated and inefficient office space, and the need for new courtrooms are but a few of the demands for new and better County facilities. The County has been able, in recent years, to successfully address some of these needs. In the Capital Improvement and Maintenance appendix to this letter, however, is a discussion of the reduced revenue available for such a program and the County's need to shift to long-term financing for at least three major facilities: 1) Human Service Agency building, 2) the Hospital replacement and renovation project, and 3) a Jail replacement project.

Additionally, the County has a road construction program provided in Public Works-Construction (Budget Unit No. 30106 and Road District Budget Units No. 313-317). Not reflected in the County's budget are assessment district and special district improvements authorized by the Board of Supervisors and administered by the Public Works Department. These projects are paid for by property owners receiving the benefits and by grants.

In addition, the Airport Enterprise Fund provides for improvements to the Stockton Metropolitan Airport which are largely financed by grants from the Federal Aviation Administration.

The following is a summary of the major capital and public improvement activities planned for 1987-88:

Activity	Amount
• Public Buildings, Parks, Remodeling, and Other County Projects	$15.6 M
• Road Construction Projects (Bridges & Roads)	10.6 M
• Road Districts' Projects (Roads)	1.2 M
• Special District Projects (Drainage, Water, and Sanitary Sewer)	1.0 M
• Airport Construction	1.6 M
TOTAL COUNTY PROJECTS	$30.0 M

ACCOUNTING AND BUDGET CHANGES

County budget procedures are prescribed in State law and in a Budget Manual issued by the State Controller. The law was revised effective January 1, 1986. A new manual was issued in May 1987. We have reflected some new changes in the Proposed Budget. The balance of the required changes will be presented during the Final Budget hearings in August. These changes have no effect on the programs or available funding. However, they will cause the size of the budget to increase. This will result from changing the recovery of costs billed between funds from Intrafund or Cost Applied credits which directly offset appropriations to revenue. Since revenue is credited to departments, but does not reduce their appropriation, the Final Budget will grow by the total amount of these transactions. We will also recommend deletion of the Insurance and Employee Benefit budget units to offset the change from Cost Applied to revenue since they duplicate appropriations in operating departments.

Enterprise Funds and Internal Service Funds are already treated as all other funds will be in the Final Budget.

DISCUSSION/POLICY ITEMS FOR BUDGET HEARINGS

Attached to this letter is a listing of items which we believe warrant discussion and policy determination by your Board during the Budget Hearings. Most of these matters are discussed in the Proposed Budget. Page numbers are indicated where these explanations appear throughout the budget document.

ACKNOWLEDGEMENT

This year we gave County department heads and their management staff very restrictive criteria for budget preparation. We asked that new permanent positions be requested only if there were legal mandates, critical workload increases demanded by health and safety requirements, or fully-offsetting program revenues. In Services and Supplies, we asked departments to limit any increases to known cost adjustments and eliminate any other cost-of-living factors. The area of Fixed Assets has been reduced from 1986-87 to 1987-88 by nearly $.5 million.

County department heads and their management staff have risen to the challenge and done an outstanding job in reducing original requests. The department heads have agreed in many cases to further adjustments as my staff reviewed and reduced various items. We have met and discussed with each department head his or her department's operating requirements. The end results are the collective judgments and recommendations of your Board's "management team".

I wish to acknowledge the excellent work done by all personnel who assisted in the preparation of departmental budgets. A commendation should go to department heads who have worked with our budget staff and agreed to austere and conservative allocations of limited County resources to meet case-driven workloads that affect virtually all County departments. My special thanks to the Analysts and Secretaries on my staff for their many hours of extra work to produce the Proposed Budget.

We were also greatly assisted by the cooperation of Paul Heurlin, the County Auditor-Controller, and his staff; Ruben Smith of the Planning Department who prepared the graphics; Doyle Owen of the Data Processing Division for numerous revisions to the automated budget system; and Dick Minahen and his staff in the Central Services Division who printed this document. Without this team effort, the task of preparing the budget would be impossible.

RECOMMENDATIONS

It is recommended that your Board:

1. Approve the Proposed Budget for 1987-88. Such action does not constitute final approval of any of the proposals prior to their review during public budget hearings in August.

2. Set August 12, 1987, at 10:00 a.m. as the time to begin public budget hearings on the adoption of the Final Budget and authorize publication by the Clerk of the Board of the hearing notice.

Very truly yours,

David D. Rowlands Jr.

DAVID D. ROWLANDS, JR.
County Administrator

DDR:MGW:dlv
Appendix

DISCUSSION/POLICY ITEMS FOR BUDGET HEARINGS

Various budget units contain sections referring to policy discussion items. Policy items require a policy determination by the Board of Supervisors. Discussion items are informational matters that may be discussed before the Board of Supervisors, or are presented in the narratives within this budget document.

A brief summary of the discussion/policy items and the page number where each is located in this budget book, follows:

PAGE NUMBER

Financing of Community Development Programs 46

Approve agreements with consultants for the Comprehensive Planning Program and the Public Works Standards Program. Establish financing for the programs, including revised application fee schedules and grant funding.

Expansion of Hazardous Waste Programs 47

Approve additional positions for the District Attorney's Environmental Protection Unit. Establish fees to fully offset costs of Emergency Services' Hazardous Materials Program. Adopt work program and budget for a Hazardous Waste Management Plan.

Detention Facilities Coordinating Committee 54

Presentation of the status of this Board-appointed advisory group's work.

Presentation on Total Scope of Duties and Responsibilities Under Department of Public Works 57

Presentation by Public Works management staff regarding the total program responsibilities under the administration of the Director of Public Works.

Treasurer-Tax Collector's Office A-62

Implement and staff an active program for the collection of unsecured property taxes; provide staff for additional administrative support in the area of money management and the treasury.

Human Services Agency Building Project B-24

A progress report on the design, financing, and State/Federal cost sharing for the Human Services Agency Building will be made in August. The pre-architectural program is complete and the next step is to insure the availability of the funding and begin the final design work.

Overtime for Special Police Service Levels.................. D-93

Billing sponsors of special events for the costs of enhanced police services provided by the Sheriff.

Health Care Services' Support of Jail Medical Program... D-109
F-19

Presentation of proposed features and costs of acquiring American Medical Association accreditation for the Jail Medical Program.

Form a Sidewalk Repair Crew Within Public Works Department.................................... E-26

Form a three-person Sidewalk Repair Crew within the Road Maintenance Division of the Department of Public Works to repair and/or replace approximately 12,000 square feet of sidewalk annually.

Homeless Program.................................... F-38
G-29

The 1987-88 Proposed Budget includes funding in the amount of $3.9 million in support of various programs serving the homeless throughout San Joaquin County. County general purposes revenues fund $2.7 million of this amount. A comprehensive discussion of the County's overall efforts to meet the needs of these individuals and families will be presented during Final Budget hearings.

Additional Staffing Requirements--Utility Districts Division.................................. F-65

Addition of three positions allocated to Utility Districts Division of the Department of Public Works in order to maintain minimum level of service requirements.

Establish Repayment Schedule of Contributions to Solid Waste Enterprise Fund.......................... F-80

Establish repayment schedule, effective January 1, 1988, to reimburse General Fund for contributions advanced in prior years to the Solid Waste Enterprise Fund. Contributions total $5,421,042; the Proposed Budget does not include any reimbursements from this source.

Foster Care/Shelter Programs.......................... G-24
G-67

The dramatic growth in child abuse cases in recent years has placed a severe strain on the County's ability to house dependent children. A total of $11 million will be required to fund the Mary Graham Children's Shelter and the AFDC-Foster Care program in the coming year. Included in that figure is $1.5 million in Net County Cost.

A full report on the effects of rapidly growing numbers of child abuse cases on the Child Welfare Services system will be presented during Final Budget hearings.

County Service Area for Park Maintenance.................. I-10
I-12

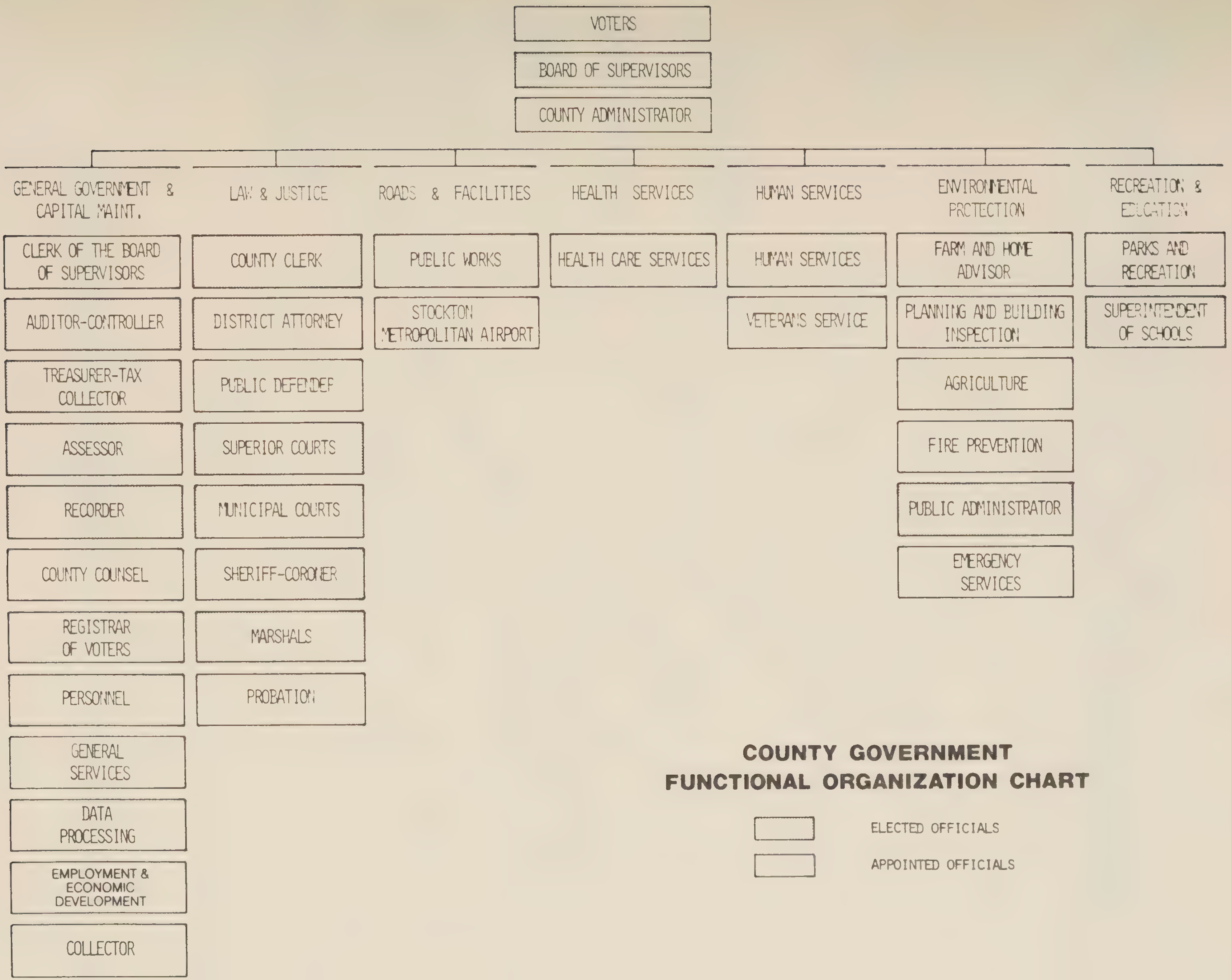
Review possible ways for funding five community parks from local revenue sources instead of the General Fund. Seek voter authority on July 14, 1987 to raise Proposition 4 spending limits in County Service Areas 8 and 11. If election is not successful, the Board of Supervisors needs to determine the future maintenance levels for the two parks in these Service Areas.

Litter Control/Work Programs.............................. I-15

Consolidate the Litter Control, Alternate Work, and Community Work Programs under one budget unit. Expand supervision and transportation support so that more participants can be served and the program can be operated seven days a week.

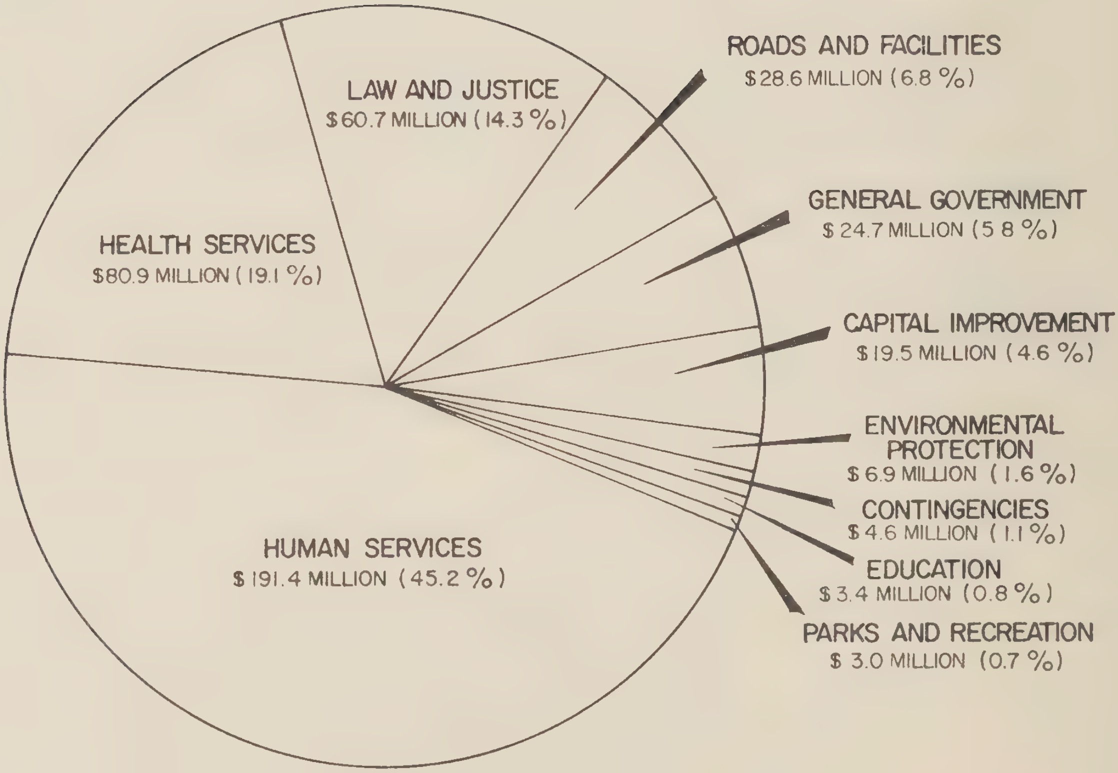
Arts Funding for Major Capital Projects................... N.A.

Discussions between County staff and the Arts Council are expected to result in a proposed policy to fund art projects to be incorporated into major new County buildings. (Not discussed in Proposed Budget).


VOTERS
BOARD OF SUPERVISORS
COUNTY ADMINISTRATOR
GENERAL GOVERNMENT & CAPITAL MAINT.
CLERK OF THE BOARD OF SUPERVISORS
AUDITOR-CONTROLLER
TREASURER-TAX COLLECTOR
ASSESSOR
RECORDER
COUNTY COUNSEL
REGISTRAR OF VOTERS
PERSONNEL
GENERAL SERVICES
DATA PROCESSING
EMPLOYMENT & ECONOMIC DEVELOPMENT
COLLECTOR
LAW & JUSTICE
COUNTY CLERK
DISTRICT ATTORNEY
PUBLIC DEFENDER
SUPERIOR COURTS
MUNICIPAL COURTS
SHERIFF-CORONER
MARSHALS
PROBATION
ROADS & FACILITIES
PUBLIC WORKS
STOCKTON METROPOLITAN AIRPORT
HEALTH SERVICES
HEALTH CARE SERVICES
HUMAN SERVICES
HUMAN SERVICES
VETERANS SERVICE
ENVIRONMENTAL PROTECTION
FARM AND HOME ADVISOR
PLANNING AND BUILDING INSPECTION
AGRICULTURE
FIRE PREVENTION
PUBLIC ADMINISTRATOR
EMERGENCY SERVICES
RECREATION & EDUCATION
PARKS AND RECREATION
SUPERINTENDENT OF SCHOOLS
ELECTED OFFICIALS
APPOINTED OFFICIALS

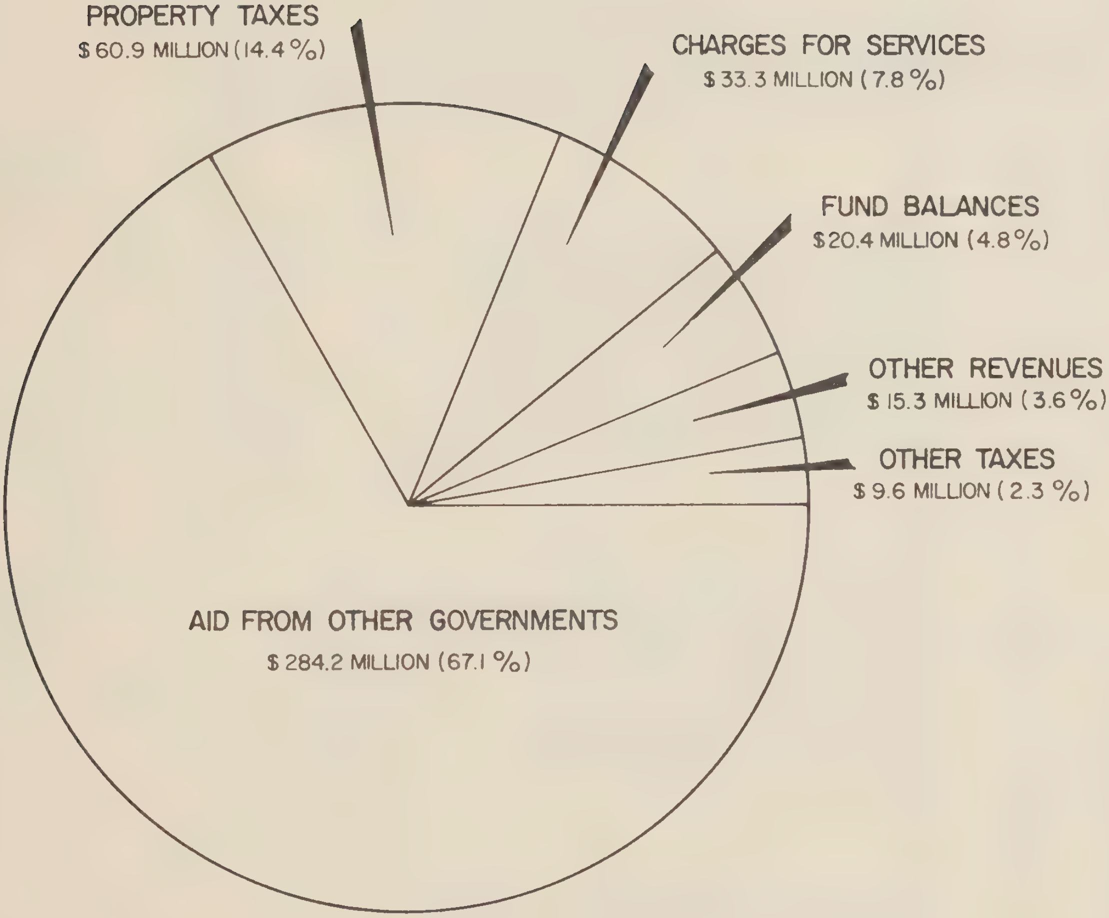
COUNTY GOVERNMENT
FUNCTIONAL ORGANIZATION CHART

REQUIREMENTS : 1987 - 88



TOTAL : $423.7 MILLION

AVAILABLE FUNDS : 1987 · 88

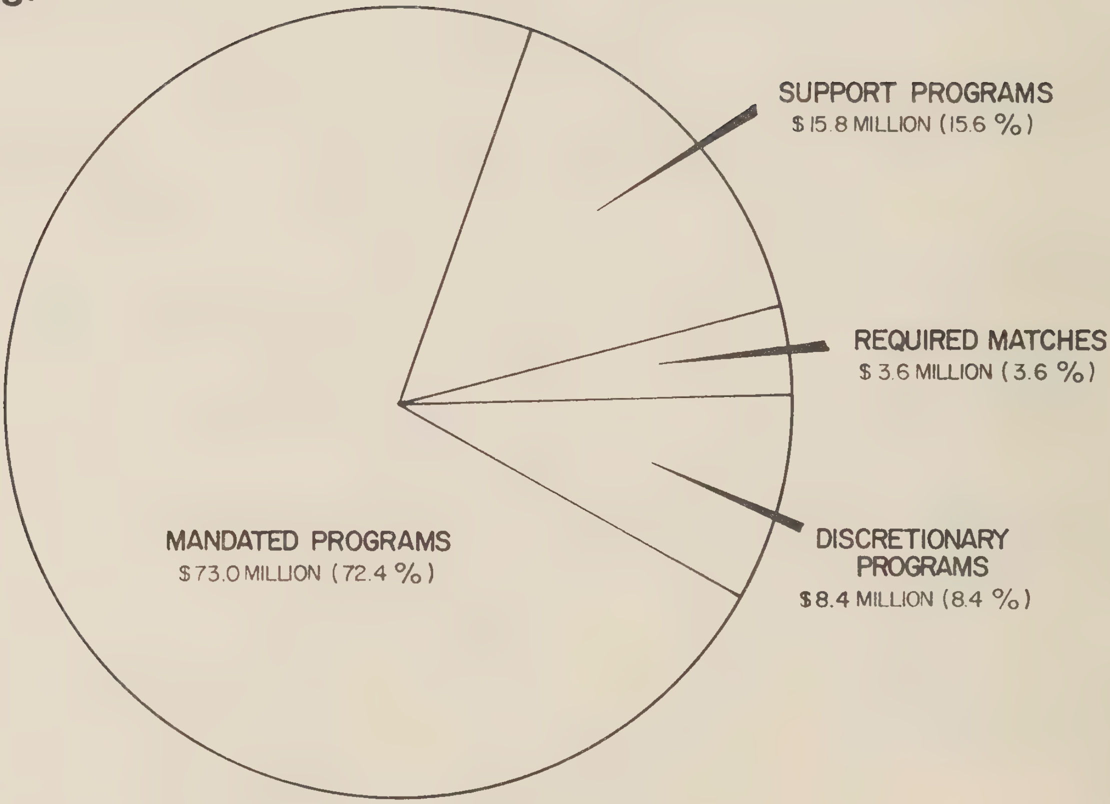


TOTAL : $423.7 MILLION

NET COUNTY COST: 1987 - 88

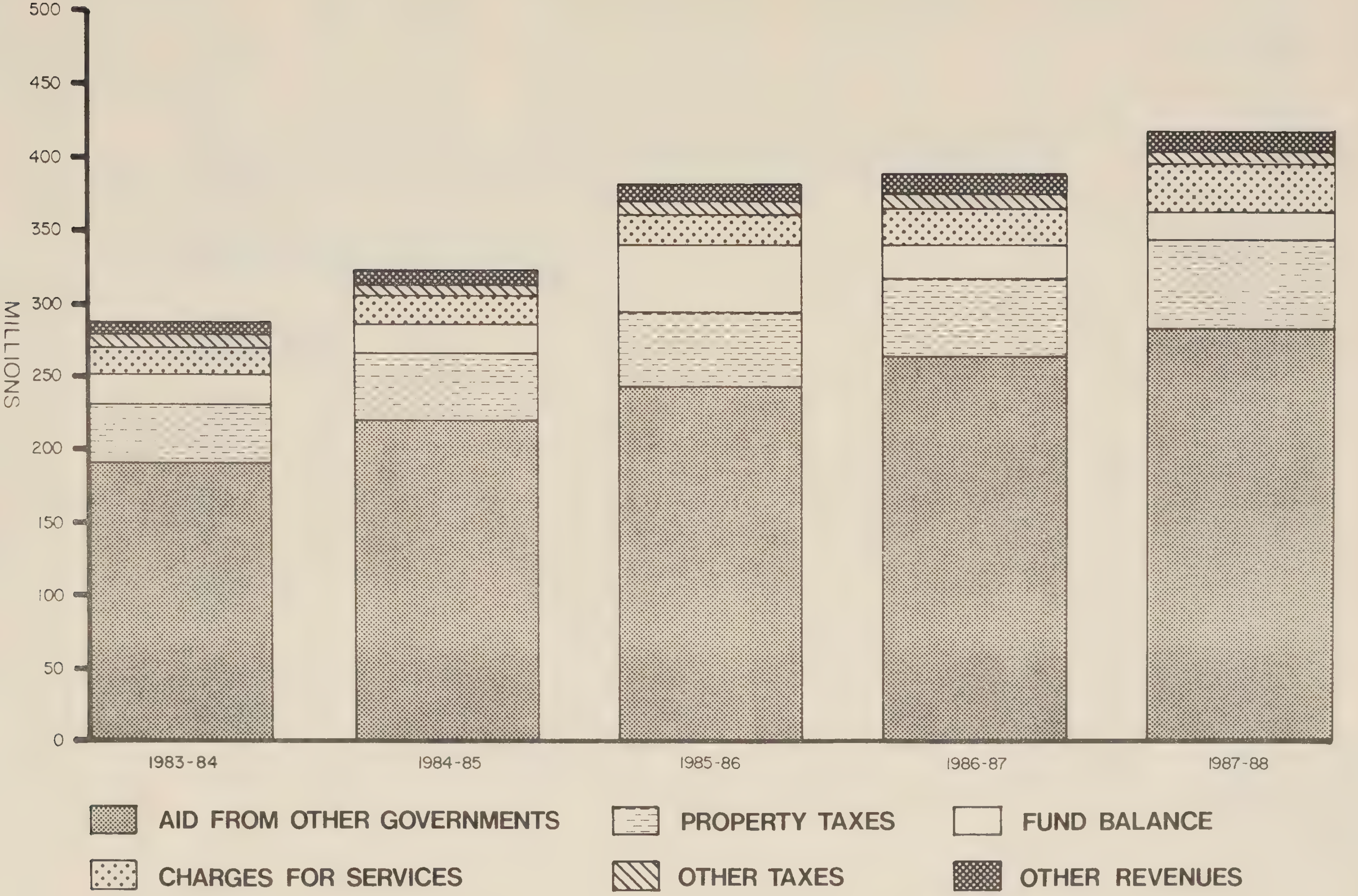
TOTAL BUDGET	$ 423.7	MILLION
LESS : PROGRAM REVENUES	(322.8)	MILLION
NET COUNTY COST	$ 100.9	MILLION

Applications:

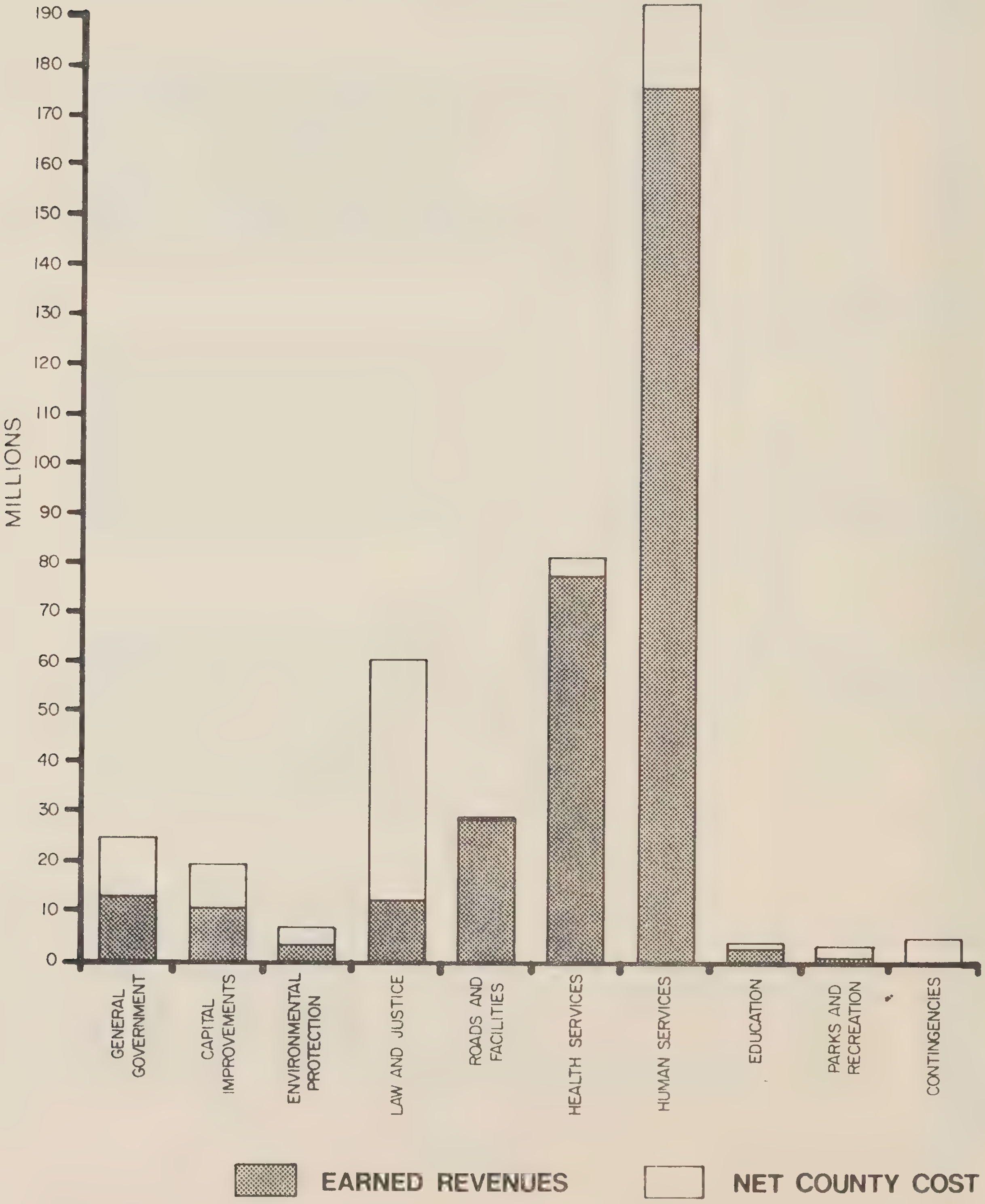


TOTAL : $ 100.9 MILLION

AVAILABLE FUNDS TRENDS



PROGRAM EXPENDITURES



General Government

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$26,278,689	$24,719,629	$(1,559,060)
REVENUES	15,589,400	12,776,265	(2,813,315)
NET COUNTY COSTS	$10,689,289	$11,943,364	$ 1,254,075
STAFFING			
ALLOCATED POS	438.0	445.0	7.0
TEMPORARY (FTE)	73.2	72.6	(.6)
TOTAL STAFFING	511.2	517.6	6.4

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost of General Government functions for 1987-88 has increased $1,254,075 (from $10,689,289 to $11,943,364), or 12%. Two thirds of the increase, $835,000, is attributable to a State Controller change in accounting procedures which requires that money transferred between funds must be appropriated and then received as a revenue. The balance is a combination of increased costs for salary adjustments, a new Records Management program ($97,883) and additional telephone lines for the Private Industry Council ($80,000). The significant budget changes are noted below:

- An increase of $53,547 is requested to continue funding the development of an Integrated Property System. This project, initially scheduled for development from 1989 through 1991, was started in 1986-87 to benefit from San Mateo County's design of a similar system. By entering into a joint design effort with San Mateo County, San Joaquin County anticipates completion of the Integrated Property System a year earlier then scheduled.

- A new net appropriation of $835,000 provides General Fund monies to be transferred to the Rabies Treatment Fund ($435,000), Capital Outlay Fund ($300,000), and the Contingency Fund ($1,100,000) and receives as revenue repayment of an end-of-the-year advance of 1984-85 funds from the Capital Outlay Fund ($1,000,000). In previous years, funds have been transferred from one fund to another from end-of-the-year fund balances and shown on Budget Schedule 2. Based on the County Budget Act of 1985, the State Controller now requires that such transfers be done by appropriating the funds in the next fiscal year and transferring them to the receiving fund, where they are recorded as revenue.

- A reduced level of new data processing equipment for County departments is recommended for purchase in 1987-88, resulting in a decrease of $440,111 in Data Processing Fixed Assets requests.

- An increase of $268,816 in Services and Supplies in the Data Processing budget unit includes $95,772 for centralized CPT (word processor) equipment maintenance, and $96,381 for full-year payments on Criminal Justice Information System (CJIS) hardware.

- Implementation of the automated remittance processing system in the Treasurer-Tax Collector's Office is responsible for an increase of $80,272 in data processing charges, maintenance costs, and start-up supplies. The system, which is expected to be fully operational for the 1987-88 tax-collection process, will enable the Tax Collector to reduce the use of extra-help. Although actual costs for extra-help reached $155,000 in 1986-87, the request for 1987-88 is maintained at the level approved in 1986-87, $55,000. Further reductions are anticipated as the system becomes operational.

- A Records Management Program, proposed for 1987-88, has a new Net County Cost of $97,883. As the program becomes operational, the cost will be allocated to user departments on a prorated basis. An estimated $26,226 will be allocated in 1987-88.

- A reduction of $287,169 in General Services' Professional Services account is due to one-time-only consultant contracts, awarded in 1986-87, for the identification and removal of 38 underground storage tanks ($212,409) and a transfer of $106,750 from the General Services Budget Unit No. 170 at the time of consolidating the General Services budget unit with Purchasing. Cost of the storage tank removal was reimbursed by the State, resulting in a decrease in 1987-88 revenues of $212,409.

- An increase of $126,693 in the Central Services' Salaries and Benefits account is the result of transferring four allocated and 2.7 FTE positions of Security Worker from the Government Buildings budget.

- An increase of $80,000 in Budget Unit No. 135, Communications, will provide approximately 80 new telephone lines for the Private Industry Council (contingent on State and Board of Supervisors' approval).

- Charges for Services in the Telephone ISF budget shows an increase of $360,419. This includes the increased depreciation expense, based on implementation of the Pacific Bell contract system at Mathews Road ($181,366), and interest on the loan to finance the Pacific Bell system ($168,919).

- An increase of $154,116 in the Services and Supplies account in the Telephone ISF budget is primarily due to the growth in the number of telephone lines in the system and the accompanying increased volume of local and long-distance message units.

- Revenues in the Personnel budget unit show an increase of $177,369 for administrative costs that are recoverable from the Casualty and Workers' Compensation Insurance Trust Funds.

- Increased costs for ballots, supplies, and postage required for two major elections are responsible for an increase of $189,726 in the Registrar of Voters' budget. These and all other election costs are fully recoverable, as is reflected in the $234,723 increase in Revenues.

- A first-year appropriation of $100,000 in the Surveyor's Services and Supplies account reflects the reimbursement to Public Works for non-Road Fund related expenditures.

- A decrease of $223,432 in Operating Transfers from the Surveyor's budget is due to converting the contribution to the Road Fund from a transfer of a fixed amount to a reimbursement based on eligible costs and to budgeting the appropriation in the Services and Supplies account.

- An increase of $1,256,969 in the Employee Benefits Budget Unit No. 161 includes the increases in the County contribution to employee retirement and Social Security costs. These costs are fully recovered through intrafund transfers and revenues from the operating departments.

- A decrease of $342,161 in the County's Motor Pool Contribution budget is a result of 96 vehicles being replaced in 1987-88 as compared to 124 replaced in 1986-87.

- Revenues to the Motor Pool ISF have increased $214,009, reflecting estimated costs to be recovered from user departments. The increased costs are based on the additional costs of maintaining a larger fleet.

STAFFING CHANGES

The Proposed Budget includes recommended staffing changes for the General Government function as follows:

	Increase/Decrease		
Budget Unit	Allocated Position	Temporary (FTE)	Total Net Change
Board of Supervisors	0	(.1)	(.1)
JTPA - Emp. & Training	4	(5.1)	(1.1)
- SYETP	0	1.2	1.2
Clerk of the Board	0	.3	.3
Auditor-Controller	(1)	.0	(1.0)
Assessor	(1)	(.3)	(1.3)
Central Services	4	2.7	6.7
Collections	0	(.2)	(.2)

County Counsel	0	(1.5)	(1.5)
Registrar of Voters	0	1.4	1.4
Motor Pool ISF	1	1.0	2.0
TOTAL	7	(.6)	6.4

Details of the changes are discussed in each budget unit.

MAJOR PROGRAM DISCUSSION

1. INTEGRATED PROPERTY SYSTEM

In March 1987, the San Joaquin County Board of Supervisors approved a Memorandum of Understanding with San Mateo County to enter into a joint effort to design an integrated property system. The San Mateo system will be designed to assist the Assessor, Auditor-Controller, and Tax Collector to create and maintain the property assessment roll and to levy, collect, account for, and distribute secured, unsecured, and supplemental property taxes. San Joaquin County will expand the system to include all departments working with property information.

It is anticipated that the external design of the system will be completed in June 1988. As each process is completed, San Joaquin County staff will review the design and offer suggestions for modifications. San Mateo County will then provide San Joaquin County with a documented copy of the design. San Mateo County's cost for the system is estimated at $684,000. The cost to San Joaquin County will be a maximum of $40,000. The joint venture will allow San Joaquin County to acquire an Integrated Property System at a drastically reduced cost and, in addition, the system will be ready for implementation a year earlier than if the County independently developed a system.

2. RECORDS MANAGEMENT PROGRAM

A Records Management study awarded by the Board of Supervisors in 1986-87 was completed late in the year. The consultant recommended implementation of a Records Management program to be administered by the Department of General Services. In May 1987, the establishment of a comprehensive program was approved by the Board of Supervisors. First-year cost of the program, $97,883, will provide two staff positions, shelving, storage boxes, and other supplies. Once the program is operational, the costs will be allocated to, and recovered from, user departments. An estimated $26,226 will be recovered in 1987-88.

3. PROPERTY MANAGEMENT

An inventory of property owned by the County is presently being compiled. Once the inventory is complete, responsibility for monitoring leases, ensuring that payments are made and that rents charged are in keeping with market value will be centralized in General Services. Administrative costs are expected to be recovered from the additional revenue generated.

4. TELEPHONE SERVICES

In FY 1986-87, a billing methodology was established using the new telecommunications computer that identifies the cost of all salaries, benefits, and operating expenses incurred in providing telephone services. These expenses will be divided into those specific to the County-owned system (NEAX), to the Pacific Bell leased system (DMS100) and those common to both systems. Using this data, a base rate per line was established that will recover all maintenance and administrative costs. In addition to this base rate, actual charges for long distance and local call service are billed to the departments. This new system will provide a more accurate system for billing than was possible in the past.

5. TRAINING

In 1986-87, County employees participated in 89 workshops for a total of 5,059 training days at an average training cost of $26.69 per day. The length of the courses varied from one-half to five days. Every bargaining unit was represented, with the greatest participation from the Para-Professional/Technical and the Office Technical/Clerical Bargaining Units. Approximately 85 employee days were devoted to Executive Management Training with another similar session scheduled for October 1987. Total cost of employee training/development programs in 1986-87 was $135,000.

Training activities are summarized as follows:

A. Tools for Successful Management - Ninety supervisory/management personnel attended three five-day sessions. The subjects covered were Management/Supervision, Labor Relations, and Communication.

B. Team Building and Technical Assistance - Team building and technical assistance were combined into a total of 1,350 work days in nine County departments. These days were divided among data collection by the consultant, large-group team building sessions, medium-group technical assistance, and small-group conflict resolution.

C. Cristando House Workshops - Three executive writing workshops were offered to supervisory and management personnel. This writing workshop, which received exceptionally high evaluations, has been scheduled for presentation again in 1987-88.

D. EMT Associates - One hundred eighty-seven County employees participated in 31 workshops presented by EMT Associates. The workshops addressed a wide-range of topics, used a variety of different trainers, and received above-average evaluations.

E. Hospital Workshops - Eighteen Hospital In-Service Training workshops were included in the Countywide training program, attracting 400 participants. The diversity of topics and use of different trainers appealed to a divergent group of employees. All bargaining units and a broad cross-section of job classifications were represented.

F. In-House (Personnel Department) Seminars - Forty-four seminars presented by County staff and others included: Senior Management Update, Employee Benefits, Civil Service Rules, Serving the Handicapped Worker, Payroll/Personnel Practices, Civil Service Testing, Number Skills, Planning for Retirement, and New Employee Orientation/Defensive Driving. Approximately 1,450 employees attended these seminars.

G. Model-Netics - This copyrighted management language is designed to promote two-way communication. In all, 15 in-house sessions were held which trained 219 management and supervisory staff. In addition, one manager was sent to training to become a certified instructor.

H. Fast Track - Fast Track presented four workshops which involved 80 County participant days. The workshops, which emphasized communication essentials, written and verbal, were primarily designed for clerical employees.

I. Cultural Awareness - The purpose of this course, which was presented to Human Services' employees, was to enhance their awareness of values, mores, and differences in communication. Additional cultural awareness training will be scheduled for early next fiscal year.

Funding for training in 1987-88 is recommended at $150,000, an increase of $15,000. Specific workshops will not be scheduled until further analysis of departmental needs has been made. However, the general format of the program will remain constant and will include many of the same trainers and topics that were used in 1986-87. The County has invested $505,000 in training programs since 1983-84.

6. TAX COLLECTION

In an effort to increase revenues, a position of Field Collector was added late in 1987 to the Treasurer-Tax Collector's Office. The incumbent will implement an active program for the collection of delinquent unsecured property taxes, using all methods provided by law. It is estimated that $150,000 in taxes, penalties, and fees will be collected in 1987-88, with approximately $65,500 of this amount going to the General Fund. In addition, staffing to strengthen administrative and technical support in the Treasury and investment areas will be discussed in the Final Budget hearings.

7. ECONOMIC DEVELOPMENT ASSOCIATION (EDA) RESTRUCTURING

In May 1987, the Board of Supervisors approved consolidation of the EDA program with the Job Training Partnership Act (JTPA), Greater Avenues for Independence (GAIN), Rural Renaissance, and the Industrial Revolving Fund programs. Administrative responsibility for the programs was assigned to the Employment and Training Division. At the same time, the Division was given departmental status and retitled Employment and Economic Development Department. For several years, funding for the EDA programs has been appropriated in the Industrial Revolving Fund ($160,000) and the General Fund ($35,000). This funding will be continued in 1987-88 and will be used, in part, to fund the EDA staff positions that were transitioned into County employment at the time of restructuring.

Capital Maintenance and Improvement

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$23,070,027	$19,549,423	$(3,520,604)
REVENUES	8,652,206	10,834,676	2,182,470
NET COUNTY COSTS	$14,417,821	$ 8,714,747	$(5,703,074)
STAFFING			
ALLOCATED POS	71.0	67.0	(4.0)
TEMPORARY (FTE)	4.5	1.4	(3.1)
TOTAL STAFFING	75.5	68.4	(7.1)

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Capital Improvement and Maintenance functional area is a combination of the Public Improvement (Capital Projects), CAO--Capital Projects Division (Administration), and the Government Buildings (Maintenance) budget units. The total County cost of the programs shows a decrease of $5,703,074 (from $14,417,821 to $8,714,747), or 39.6%. The significant changes in this area are:

- The Capital Maintenance Program is decreased $3,389,334 (from $18,969,231 to $15,579,897). The program size is determined by the funds available, not needs, which far exceed the County's current resources. The most significant item influencing the size of the 1987-88 program is a $3,418,904 reduction in fund balance (from $6,294,137 to $2,875,233).

- The Government Buildings budget requests an appropriation of $4,461,833, reduced $1,167,874 from the 1986-87 Approved $5,629,707. A major portion of this reduction is the result of a 1986-87 transfer of Hospital maintenance costs, including staff, to the Hospital budget. These costs are $884,065 for Salaries and Employee Benefits for 24 employees, and $243,000 in estimated building maintenance charges making a total reduction of $1,127,065. Because these costs would have been reimbursed by the Hospital, estimated 1987-88 revenue has been reduced by a similar amount.

- The transfer of 7.1 FTE Security Workers to Central Services results in a further decrease in Salaries and Employee Benefits of $135,956. Revenues are not affected by this transfer since this is not a reimbursable service.

- Government Buildings Services and Supplies account is reduced $141,335, the amount of funds in the 1986-87 budget for the replacement of a roof at Public Works.

- An adjustment in the Auditor's Cost Allocation Plan results in a reduction of $118,506 in revenue for Government Buildings.

STAFFING CHANGES

The Government Buildings budget unit is the only one which shows a change in proposed staffing.

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Government Buildings	(4.0)	(3.1)	(7.1)

Four allocated and 3.1 extra-help positions of Security Workers are transferred to Central Services, effective July 1, 1987.

MAJOR PROGRAM DISCUSSION

1. FUNDING OF CAPITAL IMPROVEMENTS

The nature of the Public Improvement budget is largely dictated by funds available. In recent years, the primary source of funding the capital projects in this budget unit has been Federal General Revenue Sharing. Through 1985-86, the County received approximately $4.4 million annually in Revenue Sharing allocations. In 1986-87, the County received $1.8 million from this source, representing the final two quarters of payments reduced by Congressional budget cuts. The program terminated on September 30, 1986 and no longer provides a source of funding for the County.

The 1987-88 Capital Improvement program of $15.6 million and the carryover of $14.5 million for encumbered 1986-87 projects total $30.1 million. This Capital Projects program is funded primarily by carryover Revenue Sharing.

Additionally, in the last three fiscal years, the County has been the recipient of $1 million annually in State aid from two measures introduced by Assemblyman Jim Costa. These funds have gone to counties with high welfare costs. The Legislature has not yet renewed this program. Without a continuation of this source of revenue and with the termination of the Revenue Sharing program, the County has only a few small continuing sources of revenue for capital improvements. Among these smaller sources are: 1) repayments from the Enterprise Funds and the Mental Health program for projects funded by the Capital Outlay Fund, 2) interest on the County's General Reserve, 3) fine and forfeiture monies dedicated for the Courthouse and Jail Construction Trust Funds, and 4) interest earnings of the Capital Outlay Fund. These sources are expected to provide less than $2 million annually.

It is apparent that the County will have to shift from a "pay-as-you-go" method to long-term financing. Your Board has approved the selection of a financial advisor and bond counsel to help formulate a

Capital Financing Plan. This Plan will provide supplemental funding for the three major planned capital improvement projects, each in the design phase in 1987-88. These are the Human Services Agency Building, the General Hospital Replacement and Renovation Project, and the Jail Replacement Project.

The Capital Improvement program for 1987-88 is funded from a combination of sources as follows:

Funding Source	Amount in Millions
• Fund Balance	$ 2.9
• Interest Earnings	1.3
• Repayments from Enterprise Funds	.3
• Community Development Block Grant	1.6
• Jail Bond Monies	1.0
• Jail Construction Trust Fund	.4
• Courthouse Construction Trust Fund	.3
• Board of Education	2.1
• Medicare/Medi-Cal Trust Fund Loan	2.4
• State Aid for Juvenile Hall	.9
• State and Federal Aid-Parks	1.3
• Hospital Projects-General Fund	.3
• Micke Trust Fund	.4
• Other	.4
TOTAL	$15.6

2. RECOMMENDED CAPITAL PROJECTS

Virtually all of the capital projects in the 1987-88 Capital Improvement Plan represent direction by your Board and its Public Facilities Committee. The recommendations contained in the Proposed Budget may be summarized in the following categories:

Project	Appropriation	Project Specific Revenue	Other Funding
• Hospital	$ 2,826,804	$2,826,804	$ 0
• Welfare/Mental Health	1,684,259	0	1,684,259
• Justice System	5,791,871	1,218,797	4,573,074
• Public Works	1,872,409	1,472,409	400,000
• Other Support	1,672,880	0	1,672,880
• Recreation	509,440	462,940	46,500
• Other Public Fac.	222,234	196,400	25,834
• Repay. to Gen. Fund	1,000,000	0	1,000,000
TOTAL	$15,579,897	$6,177,350	$9,402,547

The following major projects are included in the proposed Capital Improvement program:

Project	Amount in Millions
New Jail Design	$ 3.8
Hospital Replacement Design	2.4
Human Services Agency Bldg. Design	1.7
Juvenile Hall Expansion	1.0
General Fund Repayment	1.0
Community Development Block Grant Projects	.8
General Services Warehouse	.7
South County Courts	.7
Landfill Site Acquisition	.6
Hazelton Complex Improvements	.5
Airport Parking Lot Expansion	.4
Mathews Road Infrastructure	.4
Hospital Projects	.4
Lodi Court Expansion	.3
Micke Grove General Improvement	.2
Historical Museum Library	.2
Miscellaneous	.5
TOTAL	$15.6

There are a number of projects currently underway in various stages funded from the 1986-87 Budget for which major amounts of money are encumbered. These projects, totalling $14.5 million, are:

Project	Amount in Millions
Board of Education Building	$ 4.4
Jail Food Service	1.7
Parks and Recreation Projects	1.4
Jail--Sentenced Facility	1.3
Hazelton Complex Improvement	1.0
Hospital Administration Addition	.8
Community Development Block Grant	.6
Courthouse/Canlis Improvements	.4
Mental Health Projects	.5
Garden Acres and Taft Community Centers	.4
Southern Water System Improvements	.3
Hospital ICU Expansion	.4
Lodi and South Courts	.3
Sheriff's Jail Intake	.2
Other Hospital Projects	.2
Human Services Site Acquisition	.2
Miscellaneous	.4
TOTAL	$14.5

3. MAJOR PLANNED PROJECTS

For a number of years, the County has been working toward the construction of three major projects, each of which is large enough to require long-term financing because of its scope and size. Each of these projects has a partial source of financing. The long-term financing method will have to be tailored to the revenue source and the specific requirement of the project. The three major projects are outlined below:

Human Services Agency Building

Following a site selection study performed by Brown and Caldwell, the Board of Supervisors selected the block in downtown Stockton bounded by Market, Washington, San Joaquin, and Sutter streets. The County then engaged the consulting firms of Gutierrez Associates and Steinmann, Grayson, Smylie to develop the pre-architectural program for the building. This program is complete, and projects a 20-year growth in the Human Services Agency requiring a 267,500 square foot office building with an 81,600 gross square foot parking garage and motor pool in the basement. The new building would house all the downtown Stockton units of the Human Services Agency, possibly replace the existing downtown motor pool facility, and would provide some interim occupancy of certain other departments until the Agency grew to the 20-year projected size. The estimated cost of the project is $30 to $35 million depending upon certain options and whether the motor pool is built within the structure.

It is anticipated that the project will be eligible for State/Federal reimbursement of approximately 75% for Public Assistance programs and 100% for Aging, Community Action Agency, and the possible interim use by Employment and Training and the District Attorney's Family Support Division. To secure maximum State/Federal participation in the project, the County will need to propose a medium-term financing program not exceeding 15 years. It is anticipated that the financing can be achieved by the issuance of Certificates of Participation by a non-profit corporation formed by the County. Lease-purchase payments by the agencies occupying the building will retire the securities. There will be a Net County Cost for the payments not covered by State/Federal cost reimbursements.

The County must secure approval of the financing plan by the State Controller's Office, which controls State and Federal cost reimbursement plans. Also, the State Department of Social Services must authorize the increased administrative expense for the Public Assistance programs. Upon securing these approvals, the County will be ready to proceed with the design of the building. There is $1.7 million for design proposed, which can be repaid by the long-term financing and will be eligible for State/Federal cost sharing.

Hospital Replacement and Renovation

A master plan for the replacement of the existing General Hospital facilities at the French Camp location was developed by the architectural firm of Stone, Marraccini, and Patterson. It was approved by the Board of Supervisors in November 1985. The master plan provides for the phased replacement of the Hospital facilities.

In October 1986 the schematic design for the first phase of the project was completed. The program calls for a new construction of approximately 155,000 square feet and the renovation of approximately 70,000 square feet within the General Hospital. This project will alleviate a substantial portion of the current critical patient care facility deficiencies. The new facility also will achieve greater operational efficiencies; however, it will not increase the Hospital's inpatient capacity.

To determine the County's and the Hospital's ability to finance the first phase of the replacement project, the accounting firm of Peat, Marwick, Main and Company was selected to conduct a financial feasibility study. The consultants concluded that our projected Hospital user rate, market share, admissions and payor mix would be sufficient to generate the income required to retire the debt incurred for Phase I of the Hospital project.

With Board authorization, the County staff has explored a loan and grant from the California Health Facilities Financing Authority to finance this project. The application will be considered by the Authority's Board at its meeting on June 25, 1987. If the loan and grant are approved, the County will have approximately a year to work out the lease-purchase agreement with the Authority and other details of the financing package. During this period, the final design and working drawings will be prepared. There is $2.4 million in the Proposed Budget to complete this work. The funds may be advanced from the Medicare/Medi-Cal Cost Report Trust Fund if not available from an Authority grant.

Jail Replacement Project

A master plan for the replacement of the County's Jail facilities and construction of a Sheriff's headquarters building of approximately 62,000 square feet is now complete. The proposed new Jail complex would house 1,350 predominantly pretrial inmates. Additionally, a central service core will be built to support a projected inmate capacity of 4,150. This is the projected capacity for the year 2006. This concept will allow the County to add future inmate housing as needed.

The existing Honor Farm will continue to be utilized as minimum security housing. The new Sheriff's facility will free up barracks presently used as patrol headquarters for inmate use. This, coupled with the new sentenced facility being constructed utilizing Proposition 2 funding, will provide future sentenced inmate capacity.

The County has been granted a $26 million allocation from the Proposition 52 State Bond Issue of June 1986. This requires a County match totalling $8.7 million. The new Jail construction, including the Administrative Building, could cost as much as $80 million. The County would have to develop sources for financing the balance. This might be secured in part from a subsequent State bond issue for county jails, but even this possibility leaves a large matching requirement. The balance not funded by the State bonds must come entirely from local sources. The County may consider placing a general obligation bond issue on the ballot for this purpose or the issuance of Certificates of Participation.

Upon completion and acceptance of the master plan, the next stage of this project will be the design work, which is estimated to cost $3.8 million. Funds for this purpose are included in the Proposed Budget, and are reimbursable from any long-term financing developed for the project.

4. ENERGY CONSERVATION PROGRAM

Government Buildings plans to develop and staff a program that would reduce energy costs Countywide. In 1987-88, utilities (except for those facilities located at the Mathews Road Complex) are expected to cost the County $695,000. The Energy Conservation Program will have as a first-year goal the reduction of these utilities costs by 3% to 5% ($20,850 to $34,750).

Enviromental Protection

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$6,352,547	$6,852,562	$500,015
REVENUES	2,922,551	3,543,742	621,191
NET COUNTY COST	$3,429,996	$3,308,820	$(121,176)
STAFFING			
ALLOCATED POS	129.0	132.0	3.0
TEMPORARY (FTE)	15.5	15.8	.3
TOTAL STAFFING	144.5	147.8	3.3

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost for the Environmental Protection function has decreased by $121,176 (from $3,429,996 to $3,308,820), or 3.5%. The net decrease is primarily due to increased revenue projections within the Building Inspection Division.

- The Agricultural Commissioner budget represents an increase in Net County Cost of $73,390. The increase is largely due to increases produced by normal salary adjustments ($49,030) and Workers' Compensation Insurance ($13,350).

- The Public Administrator budget is projected to increase in Net County Cost by $56,286. The net increase is due to a $63,288 decrease in estimated revenues. Revenues for 1986-87 included uncollected fees from the prior year. Collections are now current, resulting in stable, but somewhat lower revenue projections.

- The Planning Division budget represents a decrease in Net County Cost of $90,079. The net decrease is partially attributable to the transfer of two positions and related expenditures to the Building Inspection Division. Specifically, the shifting of these costs produces a $117,131 reduction in Salaries and Employee Benefits. Appropriations total $1,225,933, a decrease of $71,000 from the prior year.

- The Building Inspection Division is projected to be self-supporting for the sixth consecutive year. The increase in recommended appropriations ($271,308) is generally due to requests for additional staff and the reassignment of staff currently budgeted for within the Planning Division. The increase in estimated revenues ($379,827) is due to the projected acceleration of permit activity and produces a decrease in Net County Cost of $108,519.

- The Emergency Services budget is projected to decrease in Net County Cost by $56,586. The increase in appropriations ($133,717) is due to recommended new positions and expenditures for supplies and equipment to implement the Hazardous Materials Program. Costs for the first full-year of the Program will total $174,221. The projected increase in revenues ($190,303) is primarily due to the fees proposed to be charged to business to offset costs of the Hazardous Materials Program.

STAFFING CHANGES

The Proposed Budget includes recommended staffing changes for the Environmental Protection Function as follows:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Flood Channel Maint.	1	.0	1.0
• Ag Commissioner	0	(0.2)	(0.2)
• Animal Control	0	(0.2)	(0.2)
• Planning	(2)	0.1	(1.9)
• Building Inspection	4	0.4	4.4
• Emergency Services	0	0.2	0.2
TOTAL	3	0.3	3.3

Details of the changes are discussed in each individual budget unit.

MAJOR PROGRAM DISCUSSION

1. FLOOD CHANNEL MAINTENANCE

The Flood Channel Maintenance Division of the Department of Public Works maintains, in accordance with Federal regulations, channels and levees throughout the County. Those channels and levees which have been constructed with Federal funds are referred to as Project channels and Project levees. Those channels which are in more or less a natural state, or constructed without the use of Federal funds, are referred to as Non-Project channels and are maintained to provide as much flood protection as possible within the available resources.

Most of the Flood Channel Maintenance Division's efforts are expended in Zone 9 of the Flood Control and Water Conservation District. Current Zone 9 funding is expended 60% on Project channels and 40% on Non-Project channels. To fully meet the needs on Project channels, 100% of the available Zone 9 funding should be directed to that purpose, and work on Non-Project channels should be discontinued. An election to increase the Zone 9 Benefit Assessment is scheduled for November 1987, to provide funding to adequately provide for both

Project and Non-Project maintenance. If the election should fail, Non-Project work will need to be discontinued in order to provide for adequate Project maintenance.

2. PLANNING DIVISION

The 1987-88 Planning Division budget includes the recommendation to transfer two allocated positions to the Building Inspection Division for the purpose of improving the front counter operation. One of the goals of the Planning Division for 1987-88 is the continued improvement and refinement of the Permit Center. This received considerable emphasis during 1986-87. The computerized record keeping for applications and enforcement actions is currently on-line and is used on a daily basis. The Permit Center will continue to be improved with emphasis on automatic and immediate retrieval of information on applications and the refinement and standardization of summary reports.

In 1986-87, a consultant was hired to prepare a comprehensive work program for the update of the County General Plan, and to make recommendations on the implementation of a comprehensive, integrated planning system for the County. Phase I of this project (the work program) has been completed at a cost of $20,000. This process will be described more fully in the following discussion of Community Development Programs.

3. BUILDING INSPECTION DIVISION

The 1986-87 fiscal year represented a record high construction activity for the Building Inspection Division. The revenue, and corresponding workload, of the Division has increased accordingly. It is estimated that 1986-87 revenues will total $1,193,466. Commercial construction increased from the five-year average; however, residential construction was the leader in all categories with a 47% increase in new residences and a 69% increase in residential remodeling. Because of the strong construction activity and the added workload from the East Stockton Sewer Project (eventually permits will be issued for approximately 6,000 sewer connections), it is anticipated that in 1987-88, Division staff will be performing a record number of inspections and issuing a record number of permits.

In order to cope with the anticipated workload increase and to improve the operational efficiency within the Division, the following staffing changes are recommended to be effected in 1987-88:

- To improve the front counter operation, two positions--a Senior Planner and a Planning Technician--will be transferred from the Planning Division to the Building Inspection Division. Also, an additional Planning Technician position will be added in an effort to improve the processing of applications at the front counter.

- To reduce the current plan review backlog, an additional Plan Check Engineer has been recommended. The present plan check workload justifies an additional position, and the projected increase in construction activity further supports this position request.

- All costs resulting from the addition of staff will be offset by fees.

4. COMMUNITY DEVELOPMENT PROGRAMS

Preliminary steps have been taken toward a comprehensive revision of the policy documents and implementing ordinances that guide the community development process in San Joaquin County.

Over the past six months, the Board of Supervisors:

- Directed Planning and Public Works to develop consultant work programs for the revision of plans, ordinances, and standards.
- Adopted County Development Policies to clarify and make more consistent the requirements for basic infrastructure to support development.
- Authorized Phase I of the Planning program to evaluate existing planning systems and develop a detailed work program and schedule.
- Directed the formation of the Urban Development Coordinating Committee to provide for staff coordination of policy reviews and administrative functions.
- Adopted initial revisions to the General Plan and Zoning Ordinance to establish basic consistency with the newly adopted Policies.

The General Plan is the central document in the revision process proposed for the next two years. Also targeted for update and expansion are a range of ordinances and technical standards administered by the Planning Division and the Public Works Department in coordination with other agencies.

A. Need for Revisions

Planning Systems - The General Plan is the legal foundation for all other land-use regulations. The mandated elements of the Plan and implementing ordinances must be internally consistent. The basic portions of the current General Plan were prepared in 1976. The Plan is out-of-date, requiring additional technical information and clarification of policies. Implementing ordinances have been amended in small increments without any overall mechanism to ensure consistency. They have become cumbersome and produce difficulties in interpretation. Development can be delayed by the need to amend ordinance sections.

The courts are taking a very literal view of the laws regarding General Plan requirements. On judicial review, a plan will be considered legally inadequate if it is incomplete or substantially fails to meet the legislative requirements. This judicial trend is of significant concern to San Joaquin County because two pending cases have challenged the legal adequacy of the current Plan. Judicial determination of inadequacy in other jurisdictions has led to the suspension of the issuance of building permits and other land-use approvals. The potential negative impact to the local economy of such an action far outweighs the cost of the proposed Comprehensive Planning Program.

The increasing application workload and the priorities to process major projects consume nearly all staff resources. This has made it impossible to comprehensively pursue Plan and ordinance "in-house" revisions. However, the proposed consultant-based work program still involves an estimated 500 person-days of Planning Division staff time.

Public Works Standards - It has become imperative for local government to be concerned with the provision of adequate infrastructure - roads, drainage, water, sewer, lighting - to support orderly development. Major areas of concern include:

- Consistent application of objective Public Works standards.
- Systematic master-planning of infrastructure.
- Mechanisms to finance the public/private costs of development.

Another current issue is the "disengagement" of the State and Federal governments from financing of infrastructure. Disengagement combines with the pressures of accelerated growth to severely test existing policies and administrative procedures. San Joaquin County must bring its development process into focus if growth is to be accommodated.

Objective Public Works infrastructure standards are necessary in terms of capacity, design life, and other characteristics. Installation of properly designed facilities on the "front-end" is necessary to protect the public health and welfare. It also minimizes the ultimate public costs and liabilities.

Consistent application of standards presents the development community and the general public with predictable requirements. Engineering and financing functions can be conducted more efficiently. By avoiding delays and maximizing the compatibility of neighboring infrastructure systems, the ultimate cost to the public and private sectors can be minimized.

Master plans are essential to provide an overview of how the infrastructure for increments of development should be integrated. The sequential construction of master-planned facilities has obvious advantages over the piece-meal construction of self-contained infrastructure systems.

Without Federal and State grants, financing mechanisms for major infrastructure improvements are increasingly important. There has been recent expansion of public/private options such as special assessment and community facility districts for infrastructure finance. Major improvements being funded through such options include:

- Urban freeways and interchanges.

- Major roadways and traffic improvements.

- Master trunklines for drainage, sewer, and water.

- Community facilities--special use public buildings.

To promote, support, and maintain quality growth, the County must provide appropriate Public Works standards and systems. It is equally imperative that the County establish a comprehensive program to finance public infrastructure including:

- Development fees and exactions.

- Construction and maintenance funds.

- Special Assessment Districts.

- Community Facility Districts.

- Areas of Benefit.

- Grants and loans.

The establishment of administrative capacity and policy direction in these areas of development and finance is crucial.

B. Proposed Work Programs

The Planning Division is preparing recommendations for a Comprehensive Planning Program. Preliminary evaluation has been performed by Sedway Cooke Associates. The scope of the full Program is being discussed with that firm. The Program will update and expand the overall system of basic land-use planning and will completely revise existing documents.

Specific components of the Program include:

- General Plan Revision

  - Population, employment, and land-use projections.
  - Transportation system data and policies.
  - Industrial, commercial, and residential policies.
  - Public facilities and services policies.
  - Subarea plans and maps.
  - Housing Element review.
  - Environmental resources and management policies.

- Implementing Documents

  - Zoning Ordinance.

  - Subarea zoning maps.
  - Financing strategies.
  - Environmental Impact Reports.

The Program utilizes the expertise, objectivity, and manpower of a consulting firm during a relatively concentrated period of time. This is seen as the most cost-effective way to produce a coherent and internally consistent planning document. Completion of the overall Program is projected to take about two years and is estimated to require approximately $587,000 in consultant fees.

The Public Works Department has reviewed proposals by several consulting engineers regarding the development of Public Works standards. The Department plans to recommend a work program to be performed by Psomas and Associates.

The proposed work program is intended to produce:

- Development and Design Standards

  - Infrastructure requirements.
  - Existing facilities inventory.

- Standard Plans and Specifications

- Revised Storm Drainage Master Plan

  - Existing systems inventory.
  - Master storm drainage plan.
  - Drainage trust fund policy.

- Public Works Ordinance

- Financing Method Policy Statement

  - Financing alternatives summary.
  - Policy statement and implementation procedures.
  - Development fee schedules

- Permit Applications Booklet

These Public Works documents will be produced over a 12-month period. Technical data and specifications will be generated early in the process. Policy recommendations, master-plans, and financing structures will be developed in later phases. The proposed program for the development of Public Works standards will cost approximately $350,000 in consultant fees. As with the Planning study, it is anticipated that a substantial amount of Public Works staff time will be required.

The Urban Development Coordinating Committee (UDCC) has provided a forum to review the Public Works and Planning consultant work programs. This was essential to avoid duplication and prevent issues from being missed. Both consultants will produce memoranda, draft reports, and other materials throughout the term of the studies. The UDCC will serve as the vehicle for interdepartmental staff comments, referrals, and meetings with the consultants.

In coordination with the consultant studies, the UDCC will review other local regulations and standards. Specifically, any overlapping regulatory requirements dealing with public improvements, such as water and sewer, of the Public Works Department and the Local Health District will be examined.

Other areas which may require ordinance updates include hazardous waste generation and disposal, solid waste disposal, and housing code enforcement. The purpose will be to produce increased consistency between conditions imposed by different agencies. The UDCC will also provide coordination, where appropriate, of communication with the Board, the Planning Commission, and the public regarding the development studies.

C. Consultant Agreements and Funding Sources

The Board of Supervisors will be presented with a series of community development recommendations during the coming weeks. Recommendations will be presented in two phases, as follows:

- July - Presentation of Consultant Work Programs
  - Comprehensive Planning Program
  - Public Works Standards Program
  - Preliminary Funding Recommendations

- August - Funding of Community Development Programs
  - Application Fee Schedules (Final Budget hearings)
  - Grant Program Recommendations
    - Rural Renaissance Program
    - Community Development Block Grant Program
  - Agreements for Consultant Services

Departments with significant community development roles are currently analyzing their costs and existing fees. The Urban Development Coordinating Committee will review that analysis and produce an integrated application fee schedule. That schedule will be based on:

- Current costs of providing services.
- Cost recovery for significant services currently not charged fees.
- Costs of establishing and maintaining an adequate General Plan and Development Standards.

The projected growth in San Joaquin County will produce an increasing number of development applications. The purpose of the application fee schedules will be to ensure that appropriate staff and other resources exist to responsibly accommodate that growth.

For discussion purposes, a preliminary Community Development Program budget can be listed as follows:

Program Cost	
Comprehensive Planning Program	$ 600,000
Public Works Standards Program	350,000
Contingencies	50,000
	$1,000,000
Funding Source	
Grant Funds	$ 500,000
Application Fees, 1987-88	100,000
County Advance	400,000
	$1,000,000

Staff is researching the possible use of grant funds to partially finance the Program. Community Development Block Grant funds may be used to fund comprehensive planning within certain limits. Rural Renaissance funds are intended to promote economic development and may be used to plan for commercial and industrial development.

5. HAZARDOUS WASTE PROGRAMS

The County continues to pursue a more direct role in environmental protection issues. Specifically, programs that provide for planning, monitoring, and enforcement in the area of hazardous waste and toxic materials are undergoing expansion. Monitoring and enforcement efforts will involve expenditures of approximately $395,000 in 1987-88. Planning activities may require $200,000 or more in one-time costs.

A. Environmental Protection Unit-District Attorney

The Environmental Protection Unit within the District Attorney's Office is proposed for expansion. The unit provides legal staff support for the Toxic Strike Force as well as for enforcement of land use and environmental health requirements.

The expansion of the Environmental Protection Unit will provide two additional attorneys and three support positions at a first full-year cost of approximately $220,000. Portions of this cost will be offset in the form of fines and judgments received from the prosecution of environmental violations.

B. Hazardous Materials Program-Emergency Services

The Hazardous Materials Program administered by the Office of Emergency Services is also proposed for expansion. The Program provides for the monitoring of emergency plans prepared by businesses in the County that handle hazardous materials. The Office of Emergency Services is collecting plans from more than 1,200 businesses, preparing an area response plan, and providing a training program in emergency response.

To provide for Hazardous Materials Program administration, the addition of three contractual positions and expenditures for related supplies is proposed. Total direct costs of the Program for the coming year are projected at $174,221. Those costs are proposed to be fully offset by the assessment of fees to the businesses handling hazardous materials. These fees would average $150 and are specifically authorized by the legislation that established the Program.

C. Hazardous Waste Management Plan

The recently enacted Tanner bill (AB 2948) encourages counties to develop Hazardous Waste Management Plans. The plan must be consistent with the General Plan, but may be more efficiently placed in administrative plans outside the General Plan documents. The plan would analyze current and projected hazardous waste production and contain criteria for siting a disposal facility.

The Board of Supervisors has preliminarily announced the County's intent to develop a Hazardous Waste Management Plan. Pursuing such a plan at this time will allow the County to receive at least $90,000 in State funding to partially offset expenditures. Although total project costs may exceed $200,000, similar planning activities will be required in the next few years with no guarantee of State funding. Additionally, the planning process provided in the Tanner bill will afford some control and coordination by the County of waste management policies.

Proposed guidelines regarding Tanner bill implementation were just issued by the State within the past few weeks. Review and adoption of final guidelines will take place over the next month or so. Recommendations, as appropriate, will be presented to the Board of Supervisors regarding lead agency designation, planning program costs, and project schedules.

Law and Justice

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$55,320,431	$60,673,425	$5,352,994
REVENUES	10,987,751	12,136,368	1,148,617
NET COUNTY COSTS	$44,332,680	$48,537,057	$4,204,377
STAFFING			
ALLOCATED POS	1,087.0	1,128.0	41.0
TEMPORARY (FTE)	80.2	96.2	16.0
TOTAL STAFFING	1,167.2	1,224.2	57.0

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

County resources required to finance Law and Justice functions for 1987-88 are projected to increase $4,204,377 (from $44,332,680 to $48,537,057), or 9.5%. This function accounts for 14% of the total 1987-88 Proposed Budget and 48% of the total Net County Cost.

The recommended $4.2 million combined Net County Cost increase in all Law and Justice budgets contrasts dramatically with the $3.6 million reduction in Net County Cost exhibited by the other nine program areas that constitute the budget. Nearly 60% of this increase occurs in the combined Sheriff's budgets reflecting the continuing demand by the County's detention facilities for scarce funding.

- Increased costs of $2,556,608 in the combined Sheriff's budgets, which reflect half-year funding of 25 Deputy Sheriffs I for the Jail at a cost of $404,000; full-year funding of the Jail Food Service contract, $1,186,640 offset by reductions totalling $750,375 for a net increase of $436,265; Overtime increases in both the Custody and Coroner budgets totalling $180,103; an additional appropriation of $82,330 to pay for extra-help to staff the Alternative Work Program and allow the redeployment of permanent staff now performing that function; a new charge of $358,207 for Workers' Compensation Insurance; Health Care Services charges for the Jail Medical program have increased by $406,539; and $728,792 for normal salary adjustments.

- The District Attorney's budgets have increased by $539,329. Primary factors in this increase are $325,456 for normal salary adjustments; $35,177 to provide clerical support for the Drug Task Force, Environmental Protection, and Consumer Fraud Units;

$60,000 in increased laboratory and expert witness fees; $19,537 for full-year funding of an Environmental Protection Unit Investigator position; and $34,968 for two, six-month Deputy District Attorneys to support the two proposed Superior Court judgeships. Three permanent staff and 4.9 full-time equivalent extra-help have been recommended for the Family Support Division; all costs of these positions are totally offset by revenues.

- The Net County Cost of the Probation Department's combined budgets has increased by $392,504. This increase includes $102,713 in full-year funding for six staff added mid-Fiscal Year 1986-87; $24,539 for a recommended Probation Officer I/II to handle Driving-Under-the-Influence caseload increases; a decrease of $160,000 in revenue due to State-mandated proration of fine collections; $30,013 to fund additional extra-help at Juvenile Hall to meet mandated supervision requirements; and $33,932 in newly budgeted Workers' Compensation charges.

- Municipal Courts' and Marshals' budgets have increased by $346,218. Major factors are the $37,000 increase in court-assigned counsel at the Stockton and Lodi Municipal Courts; $41,218 to expand and continue the Citation Release program operated by Pretrial Services; $96,160 in additional extra-help for the Stockton Marshal; and $42,035 in additional extra-help for the M-R-E-T Marshal.

- An increase of $274,654 is recommended for the Public Defender's combined budgets, reflecting $245,092 in normal salary adjustments; $34,968 for six-month funding of two Deputy Public Defenders for the proposed Superior Court judgeships; $42,075 for the funding of an unfunded Deputy Public Defender II allocated during Fiscal Year 1985-86 to cover the M-R-E-T Municipal Court Commissioner; and $24,000 to cover increased costs of laboratory and forensic tests. These costs are offset by a $61,173 increase in revenues transferred from the County Clerk.

- Normal salary adjustments in both the District Attorney's and the Public Defender's budgets are driven by the costs of salary increases granted to attorneys as they progress through the four levels of their block-budgeted positions. Both departments have experienced reduced turnover and thus have more positions budgeted at higher levels than in Fiscal Year 1986-87.

- The County Clerk's budget has a recommended increase in Net County Cost of $157,887. This increase occurs despite a decrease in recommended appropriations. The increase reflects an $87,600 decrease in revenues now attributed to other Law and Justice departments, a $162,937 decrease in Intrafund Transfers due to a lower number of Family Support Division cases filed, and a decrease in billable overhead resulting in lower reimbursement claims against the Family Support Division. These increased costs are offset by a $77,125 decrease in Data Processing Direct Charges.

- The combined budgets of the Superior Court have increased in Net County Cost by $78,301. The primary factors in this increase are normal salary adjustments totalling $89,653; $13,386 recommended for half-year funding of the Superior Court judgeships pending legislative approval; $27,182 for half-year funding of two Superior Court Clerks to support the above noted judges; $132,500 increase in court-assigned counsel; $22,442 for two new court reporters to support the proposed judgeships; and $37,200 to pay for an increase in court reporter transcription costs resulting from a 13% rate increase granted by the legislature. These increases are offset by significant revenue gains including $156,717 in State reimbursement for mediation costs; $60,000 in civil court reporting fees; and $77,200 in revenues formerly credited to the County Clerk.

STAFFING CHANGES

The Proposed Budget includes the following recommended staffing changes:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
County Clerk	0	(.1)	(.1)
District Attorney	6	(2.2)	3.8
DA Career Criminal	0	.1	.1
DA Victim Witness	0	1.0	1.0
DA Gang Violence	0	(.1)	(.1)
DA Victim Witness	0	.5	.5
DA Family Support	3	4.9	7.9
Public Defender	2	0	2.0
PD-Juvenile Subvention	0	.5	.5
Superior Court	4	.1	4.1
Conservatorship Invest.	0	.6	.6
Stockton Municipal Court	0	(.2)	(.2)
Tracy Municipal Court	0	(.1)	(.1)
Pretrial Services	0	1.5	1.5
Sheriff-Coroner	(22)	0	(22.0)
POST Training	20	0	20.0
Stockton Marshal	0	3.9	3.9
M-R-E-T Marshal	0	1.6	1.6
Sheriff-Custody	27	3.4	30.4
Probation-Adult	1	.1	1.1
Juvenile Hall	0	1.1	1.1
Juvenile Court Work	0	(.4)	(.4)
Probation-Home Supervision	0	(.2)	(.2)
TOTAL	41	16.0	57.0

Details of the changes are discussed in each individual budget unit.

MAJOR PROGRAM DISCUSSION

1. JAIL PROGRAM

The cost of operating the Sheriff's detention facilities continues to rise for 1987-88. Recommended appropriations have increased by over $2 million from $9,414,860 to $11,488,987. Revenue increases, reflecting additional revenue from the increased average daily population, are projected to grow by $80,000 from $698,250 to $778,250. As a result, the Net County Cost for 1987-88 is recommended at $10,710,737, an increase of $1,994,127 from the 1986-87 level of $8,716,610.

The most significant recommended change at the Jail is the addition of 25 Deputy Sheriffs, and five fixed-post positions to enhance Jail security. The staffing increase is in response to the 25% increase in average daily population, from 974 to 1,215 inmates. An appropriation for six-months salaries and fringe benefits for these positions has been recommended at a cost of $404,000.

Increases in inmate average daily population have also dramatically increased several of the Sheriff's Services and Supplies accounts. There is a $494,917 increase (from $2,297,863 to $2,792,780) for all support services provided to the Custody Budget by Health Care Services, primarily for Medical Care. Approximately $325,000 of this increase reflects normal salary adjustments, staffing, and material increases to handle the increased inmate population. An additional $80,000 is recommended to meet American Medical Association standards through the administration of complete physical examinations to inmates incarcerated for 14 days or longer. The remaining $90,000 increase reflects State and County funding for alcohol, drugs, and mental health support services.

Other significant Services and Supplies account increases occur in the Food, Clothing and Personal Supplies, and Household Expense accounts--all driven by the increased Jail population.

2. COURT JUDGESHIPS

San Joaquin County presently has legislation pending which would authorize two additional Superior Court Judges and one Municipal Court Judge for South County, effective January 1, 1988. Consequently, eight full-time staff are recommended to be allocated with six-month appropriations. These include two Superior Court Judges, two Superior Court Clerks, two Deputy District Attorneys, and two Deputy Public Defenders. Staff support for the judgeship in the Manteca-Ripon-Escalon-Tracy Judicial District was previously allocated when the current Commissioner position was established. Six-month cost of these eight positions, including associated support services and supplies, is $130,000.

At the present time, passage of the judgeship legislation appears unlikely, because of uncertainty surrounding the issue of State Trial Court funding. If the State assumes responsibility for funding trial courts, it is unlikely that additional judgeships will be added at the same time further increasing State costs. If San Joaquin County's judgeship bills should fail, the County Administrator will return to the Board with recommendations for utilization of the $130,000 contained in the Superior Court, District Attorney, and Public Defender budget units.

3. POLICE SERVICES

During Fiscal Year 1985-86, the Board of Supervisors expanded the community car program to the unincorporated areas of French Camp, Manteca, and Ripon/Escalon. Additionally, Countywide district patrol services were enhanced by adding six Deputy Sheriffs. These augmentations to the Sheriff's police services have an ongoing annual cost of $360,000.

Because expenditures for Law and Justice programs continue to increase faster than growth in County revenues, priorities must be established among the various mandated services. The top priority of the Sheriff and County Administrator is maintaining County control over expenditures and services at the County Jail. Unlike other Law and Justice programs, the level of service at County detention facilities is mandated through court decisions and correctional standards.

As County population grows, public demand for additional police services will increase. Historically, the Sheriff was able to meet demands for specialized police services by shifting resources within the Department. This approach places pressures on the Sheriff's Office to stretch existing staffing beyond its capacity. The County Administrator recommends that enhanced levels of police service be provided only if accompanied by corresponding new revenue.

A review of the County's estimated FY 1986-87 expenditures and revenues shows that the County is now spending approximately $30 million in the unincorporated area, while only receiving $29.5 million in corresponding revenue. This means that residents of the cities are now paying $500,000 annually to support urban types of services in the unincorporated area. The County Administrator recommends that those who receive benefits bear the associated costs.

Government Code Section 53978 authorizes development of Special Districts to provide public protection services. Services provided by the Districts may be funded by a special tax approved by two-thirds of the voters in a district. Since additional general revenues received by the County must go to the higher priority, mandated detention facilities, police assessment districts may be necessary if expansion of the Sheriff's police services is desired.

In pursuit of the policy of having those who desire enhanced levels of police services bear the cost of those services, the County Administrator is recommending an additional revenue estimate in the Sheriff-Coroner budget unit. This revenue is recommended to be received by charging private parties for special events. Consequently, it is recommended that the Sheriff begin billing the sponsors of the Stockton Asparagus Festival, Clements Stampede, and the Stockton Air Show for the increased police services required by their events. Staff of the Sheriff and County Administrator are currently refining estimates of revenue from these new billings, which will be presented to the Board of Supervisors during Final Budget hearings.

4. DRUG TASK FORCE

In 1987-88, it is proposed that an aggressive campaign be pursued to arrest and prosecute narcotics dealers through a narcotics strike force. Accordingly, the District Attorney, in cooperation with the Sheriff and law enforcement departments from various municipalities, is in the process of establishing a cooperative law enforcement effort known as CRAC-NET. A key feature of this effort will be the seizure of cash and property of narcotics vendors through State and Federal asset forfeiture laws. The revenues generated through this effort will be placed in a trust fund to support the task force's ongoing efforts. The task force hopes to become financially self-sufficient through trust fund revenues within 36 months. The County Administrator has recommended an appropriation of $16,598 to hire an extra-help typist in the District Attorney's Office to support this effort.

5. CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

The development of an integrated Criminal Justice Information System is now entering the second full year of its four-year development plan. The development is a joint effort by Kern, Marin, and San Joaquin counties. During the first year, San Joaquin County received software developed at other counties with a development cost of $1,954,000. Approximately 40% of this software is now in production. The remaining software of the first transfer is scheduled for modification and implementation in 1987-88. Major areas expected to be completed during 1987-88 include field interrogation, involved information, crime reporting/analysis, automated minor offense system, court hearings--Municipal and Superior courts, and court calendars. The 1987-88 recommended appropriation for CJIS activities totals $1,442,626, a $76,670 decrease from the 1986-87 approved level of $1,519,296.

6. DETENTION FACILITIES COORDINATING COMMITTEE

In April 1987, the Board of Supervisors created the San Joaquin County Detention Facilities Coordinating Committee. This advisory committee includes representatives from the Sheriff, District Attorney, Public Defender, Superior Court, Stockton Municipal Court, Pretrial Services, Probation, and the County Administrator's Office. Since its creation, the Committee has been holding ongoing meetings to foster an understanding among the various components of the Law and Justice System of the problems of the County's current detention facilities. These meetings have included tours of the detention facilities, a review of the County's financial situation, a review of legal requirements and standards governing the operations of detention facilities, and analysis of various alternatives to incarceration available to the County. The Detention Facilities Coordinating Committee will return to the Board during Final Budget hearings to provide a status report on their work and recommendations.

7. AREAS FOR FUTURE STUDY

At this time, two areas have been identified for future study in the Law and Justice area: 1) The costs of court-assigned counsel, and 2) Sheriff-Custody operating costs.

Increases totalling $499,350 were requested in the Court-Assigned Counsel accounts of the Superior and Stockton Municipal courts. At this time, the County Administrator is only recommending an appropriation increase of $148,250. Prior to the County Administrator recommending a more sizable increase in this account, the Superior Court Administrator has agreed to conduct a thorough analysis of current County expenditures in this area. At the completion of the review, the County Administrator will return to the Board of Supervisors with recommendations for effecting cost savings and recommendations for additional appropriations, if necessary.

The second area proposed for study is the various expenditure accounts driven by the Jail's average daily population of inmates. Primary accounts are Clothing and Personal Supplies, and Household Expense. These accounts are to be reviewed to determine if more effective buying, inventory, and distribution controls can be implemented.

Roads and Facilities

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$26,118,084	$28,543,375	$2,425,291
REVENUES	26,037,681	28,420,939	2,383,258
NET COUNTY COSTS	$ 80,403	$ 122,436	$ 42,033
STAFFING			
ALLOCATED POS	210.0	220.0	10.0
TEMPORARY (FTE)	9.0	8.0	(1.0)
TOTAL STAFFING	219.0	228.0	9.0

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The 1987-88 Net County Cost for the Roads and Facilities function is $122,436, an increase of $42,033, or 52.3%, over the 1986-87 level of $80,403. The 1987-88 net figure represents the General Fund contribution to the Airport Enterprise Fund. The balance of the recommended appropriations within this function ($28,420,939) are offset by revenues and fund balances. Major budget changes include:

- Public Works - Administration increased $193,921. Additional positions added late in 1986-87 (Deputy Director and Accountant Auditor), two positions transferred into this Division from another division (Storekeeper and Clerk), and the addition of three positions (Specialist Clerk and two Clerk Typists) are the primary causes of the budget increase in 1987-88.

- Public Works - Administration fourth-year funding of Computerization Plan at a cost of $194,452. Includes purchase of hardware, software, and professional services for computerization of financial reporting system, engineering functions, road maintenance projects, etc.

- Public Works - Engineering adds four additional positions to perform subdivision inspections, utility engineering, and Special Districts administration. This budget is up $255,107, partially as the result of adding one Junior Administrative Assistant and three Assistant Civil Engineer positions.

- Public Works - Construction increased $899,311. The 1987-88 Public Works Construction budget totals $8,874,780. Funding sources include Federal and State gas tax revenues.

- The recommended appropriations for the five County Road Districts total $7,458,582, an increase of $598,556, including encumbered funds and estimated fund balances from the prior year. This source of funding (property taxes and interest) is available for road purposes because, unlike other San Joaquin Valley counties, San Joaquin County dedicates these funds to supplement the roads program.

- The County Contribution to the Airport has been reduced $103,690. The 1987-88 Airport Enterprise Fund budget totals $1,919,365, a decrease of $4,588 from the prior year. This, combined with an increase in revenues of $99,102, has resulted in a reduction in the Net County Cost of $103,690 (from $226,126 to $122,436).

- Total projected revenues for the Roads and Facilities function result in an increase of $2,383,258. The primary source of this increase is the prior year's fund balance projected for the Road Fund ($2,956,296).

STAFFING CHANGES

The Proposed Budget includes the recommended staffing changes reflected in the following chart:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• PW-Administration	5	.2	5.2
• PW-Engineering	4	(.7)	3.3
• PW-Road Maintenance	0	(.5)	(.5)
• PW-General Services	1	(.1)	.9
PW Subtotal	10	(1.1)	8.9
• Airport	0	.1	.1
TOTAL	10	(1.0)	9.0

Details of the changes are discussed in each individual budget unit.

MAJOR PROGRAM DISCUSSION

1. TOTAL PUBLIC WORKS RESPONSIBILITIES

All individual budget units are presented in this budget document by function. As a result, not all budgets under the overall responsibility of the Department of Public Works are presented together. In order to emphasize the total Public Works responsibilities, a summary of all budgets under the control of the Director of Public Works is listed below:

Budget	1987-88 Recommended
Surveyor	$ 371,676
Flood Channel Maintenance	497,733
Public Works - Road Fund	19,106,604
Road Districts 1-5	7,458,582
Transportation Coordination	713,824
Utility Districts	515,258
Southern Water ISF	181,275
Motor Pool ISF	2,649,540
Solid Waste Enterprise Fund	4,438,669
Special Districts	3,200,064
GRAND TOTAL	$39,133,225

Because of the magnitude of all the functions and responsibilities under the general heading of the Department of Public Works, it is proposed that an informational presentation be made before the Board of Supervisors during the Final Budget hearings. The purpose would be to inform the Board and the public on the total scope of responsibilities under the administration of the Public Works Department. It is important that this be understood because the Department is no longer a traditional "road department". It now encompasses urban services such as water, sewer, and drainage facilities; flood control activities; transit programs; refuse disposal facilities; vehicle and equipment maintenance; and more.

2. PUBLIC WORKS - ENGINEERING

The 1987-88 Public Works-Engineering budget includes a recommendation for four additional positions to perform subdivision inspections, utility engineering, and Special Districts administration. The recommended positions are three Assistant Civil Engineers and a Junior Administrative Assistant. First-year costs for these additional positions, including benefits, total $122,879. This cost is partially offset by the deletion of a vacant Junior Civil Engineer position at a savings of $33,010. All additional costs will be offset by fees.

- One engineering position is recommended to provide utility engineering services. The increase in the utility projects workload is presently being completed by the same personnel that are responsible for the Highway Bridge Replacement and Rehabilitation Program, thereby diverting their efforts in competing for Federal funding for bridge projects. Projected revenues to offset the cost of this position will be the Community Development Block Grant Program and services to Special Districts.

- An engineering and administrative position are recommended to provide administration and inspection services for subdivision improvement projects and office administrative assistance to the field engineering section staff, respectively. To keep up with the workload of this section, contract projects have been given priority over subdivision inspection, which increases the potential for a poor-quality product being completed by private developers. Inspection fees paid by private developers will provide 100% funding for these positions.

- An Engineer is requested to provide utility engineering services for the annexation of properties to Special Districts, including the determination of capacities, buy-in fees, necessary improvements, and assessment of user fees. The recently-adopted County Development Policies, and the projected increase in County growth, has increased the need to ensure the orderly completion of the infrastructure necessary to accommodate development, and to ensure that each development makes an equitable contribution to the cost of necessary improvements. This additional position is primarily needed to respond to the accelerated rate of development in the County. Existing and proposed fees for the administration of Assessment Districts, Areas of Benefit, and Maintenance District/County Service Area formation, as well as other development-related fees, are projected to adequately fund the cost of this position.

3. PUBLIC WORKS - ROAD MAINTENANCE

The Road Maintenance Division of the Department of Public Works has requested the addition of three positions (one Bridge Maintenance and two Highway Maintenance Workers) to form a full-time sidewalk repair and replacement program. There have been identified within the County 94,000 square feet of sidewalks in over 1,000 locations that require replacement. It is proposed that by establishing a sidewalk repair crew, 12,000 square feet in 125 locations can be repaired annually. Projected costs for this program in 1987-88 total $120,000, with $108,000 funded from the Road Maintenance budget (Road Fund) for equipment and labor, and $12,000 for materials from the various Road Districts in which the work is to be performed.

It is proposed that the current tree crew, made up of three full-time Tree Crew Workers, be increased by one position in order to increase the tree crew's tree maintenance production by an additional 400 trees annually. The additional Tree Crew Worker will be offset by the deletion of a vacant maintenance worker position, thereby adding only $2,000 per year to the cost of the tree crew.

4. PUBLIC WORKS - EQUIPMENT REPLACEMENT PROGRAM

An important consideration in the County's road maintenance system is the protection of the investments made in the system through timely preventative maintenance. To implement a proper preventative maintenance program and extend the life of the roadways, an ongoing Highway Equipment Replacement Program must be maintained.

In 1982-83 and 1983-84, funds were not available within the Road Fund for the purchase of highway equipment. This resulted in keeping older equipment longer than desirable. Beginning in 1984-85, the Board of Supervisors authorized each of the five County Road District Funds to earn interest on their cash balances in the County Treasury. Since then, at the end of each fiscal year, this interest is transferred to the Road Fund for the purchase of road maintenance equipment.

Since 1984-85, the amount of Road District interest transferred to the Road Fund for highway equipment is as follows:

1984-85	$ 367,735*
1985-86	406,523
1986-87	358,490
Subtotal	$1,132,748
Projected 1987-88	385,000
Total	$1,517,748

*First year represented only three-quarters.

For 1987-88, it is projected that the interest will amount to $385,000. This interest and the $45,000 estimated salvage value of equipment to be replaced totals $430,000. Any shortage between revenues available and the cost of equipment to be purchased is made up by the Road Fund. Equipment recommended to be purchased in 1987-88 is as follows:

• Hydraulic Excavator	$120,000
• Street Sweeper	90,000
• Chip Spreader	80,000
• Highway Traffic Line Striper	100,000
• Legend Truck	40,000
Total	$430,000

5. TRANSPORTATION COORDINATION

Effective June 8, 1987, pursuant to the County's Five-Year Transit Plan, which was adopted by the Board of Supervisors in 1985-86, two elements of that Plan were adopted by the Board, which provide for the following:

- Merger of the South County Area Transit (SCAT) and County Area Transit (CAT) programs to produce service efficiencies. The SCAT service will maintain its general public, inter-city character, but operationally combine with the Countywide CAT program. The addition of a full-time site manager and consolidated operations will produce a single-service delivery system. Included in this element was the directive to pursue reimbursements from agency users seeking dedicated services.

- Inter-city service between the larger cities of Tracy, Lodi, Stockton, and Manteca through the CAT/SCAT connection was recommended for fixed route loops. To expand the inter-city character of the service may require two additional vehicles during the life of the contract. Also, a demonstration project period will be required for careful monitoring.

Over the past year, since the Board approved these objectives, the service has experienced tremendous growth. Ridership in the month of March 1987 reached an all-time high of 4,278 CAT/SCAT rides. The adding of dedicated services for agency programs, through shared cost/benefit agreements, has increased program capabilities. The dedicated programs for frail, elderly, and handicapped, who often require escort services, have emphasized the need for on-site management. Multipurpose Senior Services Program (MSSP), Linkages, and Senior Service Agency agreements were added, each paying a share of costs. Each agency's share of costs and participation is subject to renegotiation and renewal annually.

Further, Valley Mountain Regional Center (VMRC) has agreed to pay the full cost ($52,640) of adding two 15-passenger vehicles for four hours per day of dedicated service while making those vehicles available to the CAT program for the remainder of each day. Revenues received from these agencies, and the $10,000 contribution from the City of Manteca for SCAT service in that city, help defray the costs of increasing services while providing increased capabilities through vehicle-pooling.

The costs of the program elements discussed above are completely offset by revenues. No County funding is required. A breakdown of the first year's cost of the consolidated CAT/SCAT program (13 months--June 8, 1987 to June 30, 1988) is detailed below:

1987-88

Estimated Expenditures		Estimated Revenues	
CAT/SCAT Program	$524,807	VMRC Contract Fares	$ 52,640
		Other Agency Contract Fares	20,196
		General Fares (Fare Box)	15,000
		Manteca Contribution	10,000
		Subtotal	$ 97,836
		Estimated TDA* Funds	426,971
		Total	$524,807

*Transportation Development Act

6. SOUTHERN WATER SYSTEM

The County operates and maintains, through the Department of Public Works, the Southern Water System which provides potable water and fire protection to the Stockton Metropolitan Airport Complex and the General Hospital/Jail/Juvenile Justice Center Complex. During 1986-87, improvements were made to the System totaling approximately $700,000. Funding was made available in the form of a loan from the Public Improvement budget. The users of the System will begin a payback of these capital costs, plus interest, beginning in 1987-88. County staff is working on developing a repayment schedule to be prorated and included in the water rates charged to the users of the System.

7. AIRPORT ENTERPRISE FUND

The 1987-88 Airport budget reflects a slight decrease from that approved in 1986-87; $1,923,953 to $1,919,365, a decrease of $4,588. Of more significance is the decrease of $103,690 in Net County Cost (the General Fund contribution); from $226,126 in 1986-87 to $122,436. This was made possible by an increase of $99,102 in projected revenues, combined with a slightly reduced expenditure level.

Highlights of the Airport's 1987-88 program include: application to the Federal Aviation Administration (FAA) for a 90% grant to pay for an Airport Noise Compatibility Study ($150,000); commencement of capital improvement projects totaling $1,589,140 (90% FAA - $1,430,227, and 10% local share funds - $158,913); reconditioning the Airport Terminal's heating and air conditioning system ($200,000); and continuation of the Airport promotional and marketing activities ($53,260).

Health Services

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$74,150,338	$80,919,951	$6,769,613
REVENUES	70,456,426	77,435,151	6,978,725
NET COUNTY COSTS	$ 3,693,912	$ 3,484,800	$ (209,112)
STAFFING			
ALLOCATED POS	1,301.0	1,313.0	12.0
TEMPORARY (FTE)	317.8	384.4	66.6
TOTAL STAFFING	1,618.8	1,697.4	78.6

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost of Health Services for 1987-88 has decreased $209,112 (from $3,693,912 to $3,484,800), or 5.7%. This follows a $245,237 decrease in the 1986-87 budget.

- The 1987-88 General Fund contribution to the Hospital Enterprise Fund for Emergency Medical Services has been reduced to zero from $300,000. This reflects the Hospital's sound financial performance and its ability to fully fund its ongoing operations with only the minimum required level of General Fund support in the form of the County AB 8 match.

- The Net County Cost for the San Joaquin General Hospital Enterprise Fund has increased by $62,181 (from $1,776,599 to $1,838,780. This 3.5% increase in required matching funds enables the County to obtain $3.6 million in State AB 8 program funding. Not included in the Hospital's Net County Cost is $1.4 million in re-budgeted capital projects funding.

- The Hospital's total funding base for 1987-88 has increased by $5.4 million (from $52.8 million to $58.2 million), or 10.1%. Operating revenues account for most of this increase. Contributing to this improved performance are significantly higher revenue projections in three key categories: Pay-patients and Insurance increased $2.5 million; Medi-Cal increased $1.4 million; and Medicare increased $1 million.

- The proposed Hospital budget depends on the Medi-Cal and Medicare programs for $29.1 million, or 57%, of total operating revenue. Any changes in these programs will have a major impact on Hospital operations.

- Department of Health Care Services' support to the Jail Medical Program will cost the County General Fund in excess of $1.9 million in 1987-88. This increase is driven by the continued growth in the inmate population.

- After two years of significant Mental Health program expansions, the 1987-88 budget represents a maintenance of existing service levels in many program areas. The Net County Cost for Mental Health has increased by $28,180, the minimum required County Match to receive 90% State funding.

- General Fund support totaling $482,790 is recommended in the Alcoholism Services budget to continue operation of the Starting Point ($310,347) and Honor Farm Reception Center ($172,443) alcoholism programs, both of which divert individuals from the County Jail system. Without these programs, the overcrowding problems currently existing at the Jail would be compounded.

- Utility Districts budget totals $515,258, an increase of $131,987 from 1986-87. Increased demand for urban-type services, the requirement for full-time utility engineering services, and the increase in the number of Special Districts require that additional resources be allocated to the Utility Districts Division of the Department of Public Works. As a result, the 1987-88 budget recommends the addition of three Utility Worker positions and the full-time services of one engineer from the Department of Public Works. All costs for this budget are offset by user fees.

- The 1987-88 Solid Waste Enterprise Fund budget totals $4,438,669. As a result of implementation of a gate fee system, for the second straight fiscal year, a General Fund contribution will not be required to balance the Solid Waste budget.

STAFFING CHANGES

The Proposed Budget includes recommended staffing changes for the Health Services function as follows:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Mental Health	0	1.5	1.5
• Drug Program Services	1	5.0	6.0
• Alcoholism Services	0	8.1	8.1
• Hospital Enterprise	4	52.0	56.0
• Solid Waste Enterprise	4	0	4.0
• Utility Districts	3	0	3.0
TOTAL	12	66.6	78.6

Changes are discussed in detail under each budget unit.

MAJOR PROGRAM DISCUSSION

1. SAN JOAQUIN GENERAL HOSPITAL

The Board of Supervisors adopted a pro-competitive policy for San Joaquin General Hospital in November 1984. In pursuing this significant change in direction, the Hospital must identify and develop specific niches in which to compete as a health care provider at a time when the health care industry is becoming increasingly more competitive. Although the 1987-88 Hospital budget calls for a $5.4 million expenditure increase, the additional cost to the County General Fund is only $62,181--an indicator of the Hospital's success in implementing this strategy.

The Hospital continues to experience dramatic increases in Private Pay and Insurance revenue. Over the past three years, revenue in this category has increased by $2.2 million, or 47% (from $4.6 million in 1984-85 to $6.8 million projected for 1986-87). This positive change in payor client mix is expected to continue in Fiscal Year 1987-88. County employees and their dependents are continuing to utilize the Hospital's services in increasing numbers.

Another indicator of the current rapid growth and/or development of Hospital programs and services is the increase in allocated and temporary Hospital positions. During the past year, a total of 72 positions were added at a total cost of $2,286,678, either as part of the 1986-87 budget or in actions approved by the Board of Supervisors during the year. In addition, 52 full-time equivalent extra-help positions were added during the year at an additional cost of $1,214,622. For 1987-88, an additional four full-time positions (net) are recommended at a total first-year cost of $146,915. All positions are directly related to workload increases in direct patient care or related support services. Additional revenues generated by the Hospital fully offset the cost of these significant increases in Hospital staffing. No additional General Fund dollars are required to support this growth in services and programs.

As previously noted, Health Care Services' support of the Jail Medical Program, including Mental Health Services, will cost the County General Fund in excess of $1.9 million in 1987-88. Not included in this figure is the $310,000 General Fund cost of operating the Starting Point alcoholism program, which serves to divert individuals from the Custody system. The continued upgrading of medical services for the Custody programs has become extremely expensive. This issue must be analyzed in detail to determine if less costly alternatives are available. In the Jail Medical Program alone, 27 full-time and 10 part-time positions are assigned to support this function, excluding the various 90%/10% State and County funded Mental Health, Alcoholism, and Drug Abuse programs.

The Hospital opened a general medical clinic in the Canlis Annex in October 1986 for County employees and their families. The total cost of remodeling this facility was $25,000. The clinic operates four hours per day, five days per week, and currently serves 15-18 patients a day. Plans are being made to increase clinic hours to full days, Monday through Friday, due to the continued growth in employee usage. The clinic contributes to increasing the overall health of County employees through various health and wellness programs as well as direct medical services. This program has resulted in increased employees' and dependents' usage of the various other programs and services offered by Health Care Services.

2. HOSPITAL FACILITIES REPLACEMENT/RENOVATION PROGRAM

The Hospital Master Plan process is rapidly moving toward its major goal of replacing and/or renovating the facilities at the French Camp complex. Following the development of the Master Plan, which was authorized in November 1985 at a cost of $130,000, the Schematic Design for Phase I of the Plan was started in February 1986. The Schematic Design process was completed in October 1986 at a total cost of $298,500. The total Phase I construction project plan established a development schedule that includes the elements of pre-design, design, bidding/award, and construction. A 3½ year timeframe was established to complete the process. The Phase I project, including construction, equipment, infrastructure, and interest during construction, will require a loan and grant amount totaling $54.4 million.

An economic feasibility study of the Hospital replacement/renovation project has recently been completed by the consulting firm of Peat, Marwick, Mitchell and Company at a cost of $41,330. This report and the Phase I Schematic Design are scheduled to be presented to the Board of Supervisors in June 1987.

3. MENTAL HEALTH, DRUG ABUSE, AND ALCOHOLISM SERVICES

The recommended Drug Abuse and Alcoholism Services budgets generally provide for the maintenance of current service levels with a negligible $527 overall increase in Net County Cost. The recommended Drug Abuse budget has increased $206,000 from the $1.1 million 1986-87 approved budget. The recommended Alcoholism program budget has increased $133,000 from the $2.4 million prior year level. Revenue increases offset virtually all of the recommended appropriation increases in these programs.

The recommended Mental Health Services budget reflects a $870,000 increase, from $15.7 million to $16.6 million, to maintain present service levels.

4. HOMELESS PROGRAMS

The Outreach Program for the homeless, chronically mentally ill which was approved by the Board of Supervisors in December 1985 is operational. The program concept focuses on "mainstreaming" to bring these individuals into the County's existing comprehensive network of mental health services, including the full-range of residential, treatment, and vocational services.

Once the wide array of Mental Health programs for the homeless becomes fully operational, there will be four major categories of services available to meet these individuals' needs:

A. Mental Health Treatment - Consisting of the Homeless Outreach Team, Homeless Case Management, and professionals who will work in the Crisis Evaluation Center once it opens in late 1987.

B. Life Support Activities - Includes vouchers for restaurant meals, groceries, and hotels.

C. Crisis Housing - Includes placement in specialized Board and Care facilities and other interim assistance activities to support people until they are eligible for General Relief or other ongoing assistance programs.

D. Community Contracts - Includes various services provided by seven community-based organizations throughout the County.

The 1986-87 State allocation for Mental Health homeless activities is $440,549. The County share of cost is $44,055. Unless there is a late State allocation increase for 1987-88, this figure will remain at the current year level. However, in addition to these allocated funds, Mental Health Services will be "rolling forward" from the 1986-87 budget approximately $231,000 which will be allocated in a variety of ways to support homeless activities. Once the core homeless services become fully operational, there will be no more "roll forward" of prior year funds, and the basic commitments in the Mental Health area to homeless services will stabilize at approximately $440,000.

Three programs in the Alcohol Services area provide services to the homeless:

A. Recovery House - Aimed at persons who have lost their jobs, family, and in many cases, homes, due to alcoholism.

B. Starting Point - An acute detoxification program in which perhaps one-third to one-half of the clients are homeless. The program also serves as an intake center for individuals requiring residential treatment.

C. Honor Farm Reception Center - A 30-bed facility operated under contract with the Sheriff's Department to provide humane treatment of the public inebriate without the necessity of arrest. Many of these individuals live in downtown hotels, shelters, etc.

Although not part of the Health Services function, the County's General Relief program, operated by the Human Services Agency, also serves homeless individuals in this County. The program provides assistance payments for food, shelter, and utilities to County residents who do not qualify for other categorical aid (welfare) programs.

A recap of the County's efforts to serve the needs of the homeless and the mentally ill homeless in San Joaquin County includes these programs and costs:

Program	----------1987-88 APPROPRIATIONS--------- State Share	County Share	Total
Mental Health			
Homeless Programs	$ 604,394*	$ 67,155*	$ 671,549*
Alcohol Programs:			
Recovery House	530,536	58,948	589,484
Starting Point	0	310,347	310,347
Reception Center	0	172,443	172,443
General Relief	0	2,119,968	2,119,968
Total	$1,134,930	$2,728,861	$3,863,791

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*Approximate 1987-88 Program appropriations based on estimated $231,000 "roll forward" of current year funding.

A full report on the County's efforts to meet the needs of the homeless will be presented during Final Budget hearings in August.

5. UTILITY DISTRICTS

The Utility Districts Division of the Department of Public Works operates and maintains the various utilities (water, sewer, and drainage) provided for the Special Districts under the control of the Board of Supervisors. The 1987-88 Recommended budget totals $515,258 and is totally offset by revenues.

The following is a summary of the major Utility Districts program issues and objectives to be pursued in 1987-88:

A. Additional Staff - As a result of the increase in the number of Special Districts, facilities, and properties served, the current staffing allocation does not allow the Utility Districts adequate staff time to meet the minimum level of service required. Because of this, the Proposed Budget recommends the addition of three Utility District Maintenance Worker positions, which if approved, will increase total staff to 13 positions. The first-year's funding for these additional positions amounts to $69,828, including benefits. All costs are offset by user fees.

B. Preventative Maintenance Program - The addition of the requested three new positions would allow for an improved level of service but would still not establish a Preventative Maintenance Program. Such a program would require additional staff and equipment in order to:

- Flush all sewer lines following an established schedule.
- Inspect, repair, and paint all sewer, water, and storm drain pumps and appurtenances bi-annually.

- Flush water systems and inspect fire hydrants monthly, paint fire hydrants annually, and test valves annually.

During 1987-88, a detailed proposed Preventative Maintenance Program will be developed and resource requirements accurately identified for future budget considerations.

C. Utility Engineering Services - Commencing in 1987-88, full-time utility engineering services will be provided to the Utility Districts Division. Existing utility systems will be evaluated for reliability, conformance to State and Federal mandates, and capacity. This will allow for quicker review and approval of development plans adjacent to existing Special Districts. Evaluations will be made which may lead to the interconnection and combining of adjacent Special Districts to provide more reliable and efficient service. General engineering services will be performed by Public Work's engineering staff with costs being billed to the Utility Districts budget. These costs in turn will be distributed to all the Special Districts. Specific project design costs will be billed directly to the benefiting district. This will ensure an equitable distribution of engineering costs. For 1987-88, these utility engineering costs are budgeted at $40,000.

6. SOLID WASTE MANAGEMENT

The County's Solid Waste Management Program includes, in part, the operation of the County's refuse disposal facilities; the location, acquisition, and development of new disposal sites; contract administration of the franchised and licensed refuse collectors; and the overall administrative responsibility for the County's Solid Waste Management Plan. The 1987-88 Recommended budget totals $4,438,669 and is totally offset by revenues.

The following is a summary of the major Solid Waste Management Program issues and objectives to be pursued in 1987-88:

A. Solid Waste Enterprise Fund - The concept of an Enterprise Fund is to be self-sufficient; that is, expenditures should be offset by revenues. Commencing with Fiscal Year 1986-87, and again in 1987-88, it is anticipated that the Solid Waste Enterprise Fund will be a self-sufficient operation. Prior to this time, a General Fund contribution was required each year in order to balance revenues against expenditures. The balancing was achieved with the implementation of a gate fee system which was partially imposed in 1984-85, with a second phase implemented March 1, 1986. The gate fee system replaced franchise fees based on gross revenues for franchised and licensed refuse collectors, thereby generating a significant increase in revenues for the Solid Waste Enterprise Fund.

Currently, users are being charged a gate fee based on an estimate of the cubic yards of refuse disposed. During 1987-88, scales will be installed at the various County disposal facilities and the fee will then be based on weights of refuse brought to the site rather than volume. The one exception will be the general public (automobiles, pickups, and small trailers) which will still be charged on a volume basis. The gate fee system now assures that users of the County's disposal facilities pay their fair share of the cost of operation.

B. State Mandated Studies - State law pertaining to the operation of refuse disposal facilities has become considerably more demanding over the past few years. In order to comply with these mandated requirements, the 1987-88 Solid Waste budget includes the following recommended expenditures:

Harney Lane Replacement Site		
Preliminary Design		$154,000
Preparation of EIR		51,000
	Subtotal	$205,000
Foothill Landfill		
Air and Water Quality Monitoring		$ 44,000
Groundwater Monitoring Plan		60,000
Waste Discharge Review		50,000
	Subtotal	$154,000
Corral Hollow Landfill		
Air and Water Quality Monitoring		$ 20,000
Preparation of Closure Plan		30,500
Groundwater Monitoring Plan		20,000
	Subtotal	$ 70,500*
Corral Hollow Replacement Site		
Preliminary Engineering Studies		$ 24,500*
	Total State Mandated Costs	$454,000

*County's one-half share of costs; City of Tracy pays balance.

C. Harney Lane Landfill - During 1987-88, work will continue on the closure of the present site with construction of storm water drainage facilities, pump stations, and drainage culverts ($260,000). Also, the crossing of East Bay Municipal Utility District's right-of-way will be constructed ($80,000) along with the construction of a detention basin by the excavation of soil and placement of the soil as final cover on portions of the site ($86,440).

During 1986-87, a replacement site for the Harney Lane Landfill was purchased at a cost of $479,757. During 1987-88, preliminary Engineering Plans and Reports will be performed and the preparation of an Environmental Impact Report will begin ($205,000).

D. Lovelace Transfer Station - Work will continue on improvements to the present site ($65,000). However, an analysis will be prepared on future site renovation versus replacing it with a new facility or facilities.

E. Foothill Landfill - Work is underway and will continue during 1987-88 on evaluating the advantages of purchasing the Foothill Inc. Landfill and its development as a County-owned and operated facility. Since final purchase decisions and recommendations remain to be made, funding for the possible purchase of this site has not been included in the 1987-88 Proposed Budget. Any recommendations submitted to the Board of Supervisors regarding the purchase of this site will contain funding proposals.

F. Corral Hollow Landfill - The County and the City of Tracy own and share equally in the cost of the operation of the Corral Hollow Landfill, located in the southwest corner of the County. The 1987-88 program for this site includes the preparation of a Closure Plan ($30,500), the development of water and air quality reports ($20,000), and the preparation of a groundwater monitoring plan and installation of monitoring wells ($20,000). These costs reflect only the County's one-half share of the cost. In addition, work will begin on preliminary engineering studies pertaining to the possible replacement of the existing site. The County's share of these costs is budgeted at $24,500.

G. Additional Personnel - Following action taken by the Board late in 1986-87, a total of 22 contractual positions will be converted to permanent County positions, effective July 1, 1987, at a total increased cost of $145,727. The conversion is in keeping with the Board's policy of utilizing contract employees in grant-funded programs and for specialized services that are not readily available within the County's Civil Service System. Of the 22 positions, 4 are being converted at the Harney Lane Landfill and 18 at the Lovelace Transfer Station. In addition, four new positions are being requested in 1987-88, at a total first year cost of $66,878; two at Harney Lane and two at Lovelace Transfer Station.

H. Repayment of General Fund Contributions - Between 1975-76 and 1985-86, a General Fund contribution to the Solid Waste Enterprise Fund was required each year to balance revenues against expenditures. During this 11-year period, the total contributions amounted to $5,421,042. During the 1986-87 Final Budget hearings, the Board of Supervisors indicated its intent to recover, without interest, the total General Fund contributions. The Board also directed staff to work with the cities of Lodi, Manteca, and Ripon to develop an acceptable repayment schedule. To date, this has not been accomplished due to other pressing priorities within the Solid Waste Management program. It is now proposed that County staff work with these cities to develop a policy statement to be considered by the Board at the 1987-88 Final Budget hearings to be held in August 1987. Such a policy statement would likely include a recommendation that any proposed repayment schedule become effective January 1, 1988.

Human Services

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$169,623,458	$191,447,166	$21,823,708
REVENUES	153,762,528	174,543,159	20,780,631
NET COUNTY COSTS	$ 15,860,930	$16,904,007	$ 1,043,077
STAFFING			
ALLOCATED POS	691.0	712.0	21.0
TEMPORARY (FTE)	63.7	69.1	5.4
TOTAL STAFFING	754.7	781.1	26.4

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost for funding Human Services is increased $1,043,077 (from $15,860,930 to $16,904,007), or 6.6% for 1987-88. This function accounts for 45% of the total 1987-88 Proposed Budget and 17% of the total Net County Cost.

The recommended $21.8 million combined appropriation increase for all Human Services budgets represents over two-thirds of the total growth in the Proposed Budget. The $191.4 million total cost of these programs will require an increase in County funding of $1 million in 1987-88, or approximately $300,000 less than the $1.3 million increase in Net County Cost in 1986-87. The increase in required County funding is due primarily to two significant factors: 1) continued caseload growth in major Public Assistance (welfare) benefits programs, primarily in General Relief and Aid to Families With Dependent Children (AFDC), and 2) the administrative cost of operating numerous rapidly growing welfare programs.

- The 100% County-funded General Relief program has increased by $402,000, or 23%, from $1.7 million to $2.1 million. This increase is due to continued caseload growth plus the projected impact of additional new cases resulting from the new homeless shelter in Stockton which is scheduled to open in the fall of 1987.

- The County's share of benefits payments for the $145.6 million Aid To Families With Dependent Children (AFDC) Program has increased by $316,306, or 4.4%, from $7.2 million to $7.5 million. This increase is driven by continued growth in the number of AFDC cases, the number of individuals per case, and by a State-mandated 3.6% COLA increase for all recipients. Although almost 95% of AFDC program costs are supported by State and Federal funds, the

Net County Cost still represents a substantial $7.5 million drain on local general purpose revenues.

- The Administrative budget for all Public Assistance programs has increased by $1.4 million, or 6.4%, from $21.6 million to $23 million. The County share of administrative costs is $5 million, an increase of $166,000 over the 1986-87 approved level. The key contributors to this $1.4 million overall increase are: 1) a $646,912, or 3.4%, increase from the current $18.8 million level for normal salaries and employee benefits adjustments, and 2) a $481,840 increase for 21 recommended new positions based on caseload-driven workload increases in areas that affect the Agency's AFDC eligibility process and error rate, collections, fraud investigations, and legal proceedings.

- The recommended $9.1 million appropriation for the AFDC-Foster Care Program is $2.0 million, or 28%, above the prior approved level. Based on the 95% State/5% County funding formula for this program, the County share of cost will increase by $56,507 from the prior level of $287,232. These increases are caused by significantly higher-than-budgeted caseloads during 1986-87 which will result in a 1986-87 year-end program deficit of approximately $775,000 ($7.2 million budget versus $7.9 million estimated expenditures). The deficit will be funded on a 95%/5% basis, with the County share approximately $11,200. This is the second year in a row that expenditures have exceeded the Approved budget due to rapid caseload growth. The rise in cases in the extremely costly Institutional category, where the average annual cost for each child exceeds $21,000, along with significant increases in foster home placements, are the major causes of rapidly escalating program costs.

- Department of Aging and Community Services will require an additional $187,823 in program funding. Net County Cost is increased by $112,477. These increases are to support ongoing programs for the elderly and disadvantaged. No new programs or expansions are recommended for 1987-88.

STAFFING CHANGES

The Proposed Budget includes recommended staffing changes for the Human Services function as follows:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Public Asst. - Admin.	21	1.3	22.3
• Community Action Agency	0	2.3	2.3
• JTPA - Older Worker Prog.	0	.3	.3
• Aging - Title V	0	(.1)	(.1)
• National Council of Aging	0	(.1)	(.1)
• Aging - MSSP Program	0	.9	.9
• Court Wards - Probation	0	.8	.8
TOTAL	21	5.4	26.4

The detailed changes are discussed under each individual budget unit.

MAJOR PROGRAM DISCUSSION

1. GROWTH IN WELFARE PROGRAMS

As previously noted, the recommended $21.8 million combined increase for the Human Services function represents over two-thirds of the total growth in the 1987-88 Proposed Budget. Public Assistance (welfare) programs and administration account for $21.7 million of this increase. By far, the single largest Public Assistance program change is the recommended $17.8 million increase (from $127.8 million to $145.6 million) in the Aid To Families With Dependent Children (AFDC) program. This program is responsible for over one-third of the County's 1987-88 funding requirements. Unfortunately, the County has very little control over the rapidly rising cost of this or any of the other State/Federal mandated welfare aid programs. From 1979-80 actual expenditures of $45.9 million, the AFDC program has grown almost $100 million (217%) to the recommended $145.6 million level. Major AFDC appropriation and Net County Cost changes result from relatively minor percentage increases in caseload and cost-of-living adjustments due to the sheer magnitude of this case-driven program.

San Joaquin County has one of the highest AFDC per capita rates in the nation, with approximately one in seven residents receiving AFDC benefits. Over the past ten years, the number of case-months for the combined AFDC Family Group and Unemployed categories has increased by 86%, while the County population has increased by 40%, or less than half the rate of AFDC growth. Projected 1987-88 caseload growth will increase program costs by $10.7 million, of which the County share is $190,315. This rate of growth is substantially higher than in most California counties. Currently, San Joaquin County is the 15th largest county in the State, with the tenth largest AFDC population.

The refugee population continues to have a significant effect on AFDC caseload levels. Of the 43% growth in AFDC cases since 1980-81, refugees account for over three-fourths of this total. Refugees now comprise approximately 23% of the AFDC cases and 34% of the individuals in the program. From 385 AFDC cases in 1980-81 (3% of 12,263 total cases), the total has increased to 4,003 projected refugee cases in

1986-87 (23% of 17,485 total cases). Including those receiving benefits in the Indo-Chinese Refugee Program (No. 50124), the Indo-Chinese Time Expired Program (No. 50126), and the AFDC programs (No. 50106), an estimated 20,000 individual refugees are supported by County welfare programs. Additionally, the Targeted Assistance Program (No. 50129) provides training and job development skills to help refugees become economically self-sufficient. The total 1987-88 projected cost of direct benefit payments to refugees is $43.7 million. In addition, $1.1 million is provided for refugee training within the Targeted Assistance Program.

Also playing a major role in the ongoing escalation of AFDC program costs are the annual cost-of-living adjustments (COLA) granted by the State. This year's 3.6% COLA will raise the overall program cost by $5 million and the County share of cost by $88,530. The County has no control over these cost-of-living increases.

Another factor driving up AFDC program costs in this County is the increasing number of individuals per case in recent years. The expanding average case size results in a $2.1 million increase in the 1987-88 AFDC budget, and an increased County share of $37,461.

The County's ability to control Public Assistance program costs is extremely limited. Aside from exercising management control over administrative costs and the eligibility process, there is very little the County can do to influence overall expenditure levels and mandated Net County Costs in this single largest County program area.

2. CONTINUED WELFARE CASELOAD GROWTH NECESSITATES ADDITION OF 21 NEW POSITIONS TO PUBLIC ASSISTANCE-ADMINISTRATION BUDGET

Twenty-one new positions are recommended at a first-year cost of $481,840 and a County cost share of $94,508. These positions are recommended based on caseload-driven increases in workload in areas that affect the Human Services Agency's AFDC eligibility process and error rate, collections, fraud investigations, and legal proceedings.

Eleven eligibility worker positions and one eligibility/intake staff training position are recommended at a first-year cost of $262,517 and a County cost share of $39,643. These positions are required as a direct result of caseload growth, which has increased 19% since eligibility worker positions were last added in 1983-84. These positions will have a direct effect on the overall Agency error rate, as large, unmanageable caseloads tend to cause the error rate to rise.

Under AFDC program regulations, the Agency must maintain a combined client and Agency dollar error rate of no more than 4%. If the error rate exceeds 4%, the County is held responsible on a dollar-for-dollar basis for the overage. On $145.6 million in 1987-88 AFDC benefits payments, a combined error rate of 5% (1% over the maximum allowed) could cost the County General Fund $1.45 million. It is, therefore, financially prudent to staff the AFDC eligibility area to maintain a low overall error rate.

In the welfare fraud area, three investigators are recommended at a total first-year cost of $97,798 and a County share of $24,450. These positions are needed to bolster the Agency's fraud investigations unit, which is currently operating well above the State recommended caseload ratio. State guidelines call for a staffing level of one investigator for every 1,000 active AFDC cases. Based on current caseloads, this converts to 18 full-time investigators, or 9 more than presently allocated.

In addition to the 15 positions noted above, 6 additional positions are recommended at a total cost of $121,525 and a County cost share of $30,415 in various other areas which have an impact on the Agency's overall error rate, financial performance, and the County General Fund cost. All positions are recommended based on the continuing growth in welfare caseloads in this County.

3. POTENTIAL IMPACT OF PROPOSED HOMELESS SHELTER ON GENERAL RELIEF PROGRAM COSTS

The 1987-88 recommended $2.1 million appropriation for the General Relief Program has increased $400,000, or 23%, over the prior year level. This is due primarily to 1) increased caseloads during 1986-87 which are projected to continue growing in 1987-88, and 2) the projected impact of the new Stockton homeless shelter on the overall cost of this 100% County-funded program. Although the potential costs are unknown at this time, it is conservatively estimated that an additional $98,000 to $162,000 in ongoing County funding could be required in additional benefits cost. Should this facility serve as a drawing point for the homeless from other areas, the potential fiscal impact on the County could be significantly higher than these initial estimates. Further, any radical change in the present General Relief rate structure could have a major impact on Net County Cost. Unless a sound outside funding mechanism is developed in conjunction with the construction and operation of a downtown homeless shelter, this ongoing cost would very likely be the sole responsibility of the County, and would, therefore, be funded entirely with increasingly scarce General Fund dollars.

4. CONTINUED GROWTH IN FOSTER CARE SERVICES

San Joaquin County is one of only seven counties in the State which operates a dependent children's home. Through this facility, Mary Graham Children's Shelter (MGCS), and the growing use of Satellite Shelter Homes (licensed foster homes), the County has been able to effectively control the cost of sheltering the growing number of dependent children compared to the alternative of contracting for these services. This is evidenced by the minimal 4.3% increase in the MGCS budget for 1987-88 in the face of a 22.5% increase in the average daily population in the past year.

The combined 1987-88 recommended budgets for Mary Graham Children's Shelter and the AFDC-Foster Care program total $11 million, an increase of $2.1 million over the combined 1986-87 Approved budgets. The AFDC-Foster Care budget accounts for $2 million of this increase. The combined Net County Cost of $1.5 million has increased $157,000 over the 1986-87 level, with the MGCS budget accounting for two-thirds of this increase.

The dramatic growth in child abuse cases in recent years has placed a severe strain on the County's ability to house dependent children. In five years, the population at the Children's Shelter has more than doubled, from 50 in 1982-83 to an average of 109 in 1986-87 (for the first 11 months). To accommodate this growth with limited physical facilities, staff at the Children's Shelter have developed a number of Satellite Shelter Homes as a cost effective solution to the problem. Currently, approximately 37% of the Children's Shelter population is housed off-site in the Satellite Shelter Homes.

The Satellite Shelter program has proved extremely successful in a number of ways: 1) Extensive cost savings for staffing, 2) avoidance of costly facility expansion, 3) improved alternatives for care of selected children, and 4) avoidance of more costly alternatives such as contracting for these services. The main problem at present is securing additional Satellite Shelter Homes to meet the persistent growth in numbers of children requiring out-of-home placements.

For those children who require specialized placements, the cost is staggering. The average cost for an institutional placement is now approximately $21,000 per child per year. An estimated 301 children will require institutional placements in 1987-88, at a total cost of approximately $6.3 million. These costs are borne by the AFDC-Foster Care budget, which also provides the monthly reimbursement to foster home parents. These reimbursements range from $291 to $408 per month per child, depending on age. An estimated 687 children will be housed in foster homes in 1987-88 (including those in the Satellite Shelter Home program) at an approximate cost of $2.8 million.

A full report on the increase in child abuse referrals in San Joaquin County and the impact on the Child Welfare Services system as a whole will be presented during Final Budget hearings.

5. PLANNED START-UP OF GAIN PROGRAM

On September 26, 1985, the Governor signed the Greater Avenues for Independence (GAIN) Act of 1985. GAIN is a comprehensive employment and training program that offers a variety of work and training options designed to help welfare recipients achieve economic independence.

In January 1986, the Human Services Agency began developing the San Joaquin County GAIN plan. This plan must include the following:

- Participant needs assessment
- Labor market needs assessment
- Projected unmet service needs
- Case management activity
- Data collection methodology
- Child care needs assessment
- Inventory of services available
- Methods of service delivery
- Contracts with other agencies

Currently, a contract program planner is responsible for initial program development. Additional staffing will be added over the next several months as the program begins to take shape. Once the program has been fully defined, the Human Services Agency will identify all staffing, fiscal, and other program requirements in a complete presentation to the Board of Supervisors.

It is anticipated that the San Joaquin County GAIN program will become operational in 1988. At this time, there is no anticipated Net County Cost for the development or ongoing operation of the GAIN program.

6. NEW HUMAN SERVICES FACILITY

A consultant's site selection study for a downtown location for the proposed Human Services Agency facility was completed and acted upon by the Board of Supervisors during 1984-85. A site was selected near the crosstown freeway, several blocks from the Courthouse. During the 1985-86 fiscal year, site acquisition and preliminary facility planning were initiated. The site acquisition process is near completion.

The facility programming phase of the project, which was conducted by an outside planning firm at a cost of $150,000, was completed during 1986-87. The total cost of the project, which will require outside financing, is now estimated to be $30 to $35 million. At this time, details of financing have not been completed. Development of the financing plan for the Human Services facility will be completed during the coming year and presented to the Board of Supervisors.

7. LONG-TERM CARE PROGRAMS FOR THE ELDERLY

Three County-operated programs with a total cost of $2.5 million are now providing an array of long-term care services for some 2,100 seniors. These programs--the Multipurpose Senior Service Program (MSSP), Linkages, and In-Home Supportive Services (IHSS)--are designed to provide seniors in need of long-term care with an in-home alternative to costly nursing homes or intermediate care facilities.

The $469,000 MSSP program, which began operating this past year, provides case management services for 200 frail seniors 65 years and over who are Medi-Cal eligible and are eligible for nursing home care. The program is intended to provide community-based long-term care services for those in immediate jeopardy of entering a nursing facility. There is no County cost for this State-funded demonstration project.

The MSSP program will complement the Linkages Program, which is now in its second year of operation. This $281,000 program provides 200 frail elderly and functionally impaired adults with access to community-based long-term care alternatives. The program is designed to prevent eligible seniors from having to be institutionalized when better alternatives are available. The Linkages program's eligible clients differ from MSSP clients in that the former are not in immediate jeopardy of entering a nursing facility. There is no County cost for the Linkages Program.

The $2.5 million In-Home Supportive Services program provides direct support services to MSSP and Linkages program clients as well as to other seniors in need of direct care. Services range from meal preparation and housekeeping to shopping for food, medical transportation, and non-medical personal care such as bathing. There is no County cost for the IHSS program.

These three long-term care programs are now located together in the newly-leased Professional Building at 511 East Magnolia Street.

Education

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$3,059,072	$3,448,985	$389,913
REVENUES	2,184,675	2,520,125	335,450
NET COUNTY COSTS	$ 874,397	$ 928,860	$ 54,463
STAFFING			
ALLOCATED POS	11.0	10.0	(1.0)
TEMPORARY (FTE)	.1	.1	0.0
TOTAL STAFFING	11.1	10.1	(1.0)

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost for the Education area is increased $54,463 (from $874,397 to $928,860), or 6%. The 1987-88 Proposed Budget maintains current service levels of all Education programs.

- A $43,163 increase in the County's share of salaries and benefits for the Superintendent of Schools' administrative and clerical staff is shown in the Superintendent of Schools' budget. This is due to normal salary adjustments.
- An estimated $2,562,432 is available for provision of library services in 1987-88. This is an increase of 17% over revenue used for library operations in 1986-87. Monies will be derived primarily from property taxes and Special District Augmentation Funds.
- An increase of $8,566 in the Net County Cost of the Cooperative Extension Services Budget is primarily due to normal salary adjustments of $7,709.

STAFFING CHANGES

The Proposed Budget includes recommended staffing changes for the Education function as follows:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Superintendent of Schools	(1)	0	(1)

Details of the change are discussed in the individual budget unit.

MAJOR PROGRAM DISCUSSION

1. SUPERINTENDENT OF SCHOOLS' BUILDING

Late in 1986-87, bids were requested for the construction of the Superintendent of Schools' building in the Giannechini Industrial Park, north of Stockton Metropolitan Airport. An appropriation of $4,400,000 was approved in the 1986-87 Public Improvement budget for this project, and a construction contract for $3,249,000 was awarded in April 1987. Funds in excess of that amount will be required for administering the project, for landscaping, a telephone system, acquiring carpets, and open office systems. The project is jointly funded by San Joaquin County and the San Joaquin County Board of Education.

2. COOPERATIVE EXTENSION ISSUES

Continued demands for services from Cooperative Extension will result in the devotion of staff time to agricultural and County land-use issues, immigration reform, water and air quality, pesticide use, bio-energy technology, and the Superconducting Super Collider project. In addition, the Federally-funded Expanded Food and Nutrition Education Program is being redirected from individualized family nutrition education to training for agency staff who work with low-income families. A grant amounting to $38,713 from the Office of Refugee Resettlement will be used to fund a staff person to educate refugee families in health, parenting, and consumer practices.

3. LIBRARY CAPITAL OUTLAY

Rapid population growth in the County has resulted in heavy demands being placed on existing library facilities. The increased funding available in 1987-88 will be used to meet this demand particularly in the Tracy area where a new, larger branch facility will soon be completed. Any revenues exceeding those needed for library operations in 1987-88 should go to Capital Outlay and be held for future capital needs of the library system. These projected needs will be identified in the next few months by a study, financed jointly by the City and County. This study was conducted to determine the need and optimum location of new library facilities.

Parks and Recreation

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS	$2,924,248	$3,071,556	$147,308
REVENUES	509,200	614,300	105,100
NET COUNTY COSTS	$2,415,048	$2,457,256	$ 42,208
STAFFING			
ALLOCATED POS	55.0	55.0	0.0
TEMPORARY (FTE)	19.8	26.1	6.3
TOTAL STAFFING	74.8	81.1	6.3

OVERVIEW OF SIGNIFICANT BUDGETARY CHANGES

The Net County Cost for the support of Parks and Recreation programs has increased $42,208 (from $2,415,048 to $2,457,256), or 2%. This is due primarily to an expansion of the Litter Control program, which will cost an increased $100,655 in 1987-88, offset by a decrease of $51,756 in the Parks and Recreation budget.

- Estimated revenues from visitor fees in the Parks and Recreation budget are increased $111,452 largely because of an anticipated growth of 291,811 in the number of visitors to the parks (from 979,189 to 1,271,000). Estimated expenditures increased only $59,696, resulting in a decrease of $51,756 in the Net County Cost.

- Expansion of the Litter Control program to include Alternate Work and Community Work participants will cost $100,655 more than in 1986-87 (from $85,463 to $186,118). The increased costs are for maintenance and operation of an additional bus, acquired in 1986-87, and for staff to supervise and transport participants.

- For the first time, a one-time-only appropriation of $6,000, authorized in February 1987 by the Board of Supervisors, is included for the San Joaquin County Arts Council to support art resources in the County.

STAFFING CHANGES

The Proposed Budget includes the following recommended staffing changes:

	Increase/Decrease		
Budget Unit	Allocated Positions	Temporary (FTE)	Total Net Change
• Parks and Recreation	0	4.7	4.7
• Litter Control	0	1.6	1.6
TOTAL	0	6.3	6.3

The details of the increases are discussed in the individual budget units.

MAJOR PROGRAM DISCUSSION

1. RECREATION

The primary role of the County related to recreation is to provide regional park facilities and services. In 1987-88, the Proposed Budget includes $2.5 million in Net County Costs to provide such recreational opportunities as parks, museums, and other regional facilities.

The financial demands of mandated services require that the County consider ways to reduce the impact on the General Fund. Reducing the County's contribution to County Service Areas 8-Taft Park, and 11-Larch Clover, by $27,260 is proposed in this budget as a Policy Issue. Parks and Recreation staff have been working on a mailed ballot election to ask for voter authority to raise Proposition 4 spending limits. If the July 14, 1987 election is successful, no General Fund contribution would be needed after August 15, 1987. Should the election fail, the Parks and Recreation Division will request that the Board of Supervisors determine the future service levels of County Service Areas 8 and 11.

2. CONSOLIDATION OF WORK PROGRAMS

Consolidation of the Litter Control, Alternate Work, and Community Work programs under one budget unit and expansion of the Alternate and Community Work programs is proposed. Supervision and transportation will be provided so that more participants can be served and the program can be operated seven days a week. Direct costs will increase $100,655 (from $85,463 to $186,118) but will be recovered through indirect savings by reducing the inmate population at the Jail, offsetting General Relief payments and providing labor to County agencies. An estimate of these savings in the first year of expanded operation totals $751,899.

3. CULTURAL SERVICES

Haggin Museum recently completed plans and a preliminary design of a history galleries complex. The older portion of the facilities has been insulated and equipped with heating and humidification equipment; the work on the painting catalog and industrial archives has continued.

Grants amounting to $64,086 have been requested to provide for consultation in the Historical Society's collections and to support an Archivist position for two years. Emphasis in the coming year will be on completing the Gerald Kennedy Library, Charles M. Weber Homesite exhibit, long-range planning, and establishment of a major endorsement program.

4. COMMUNITY PARKS

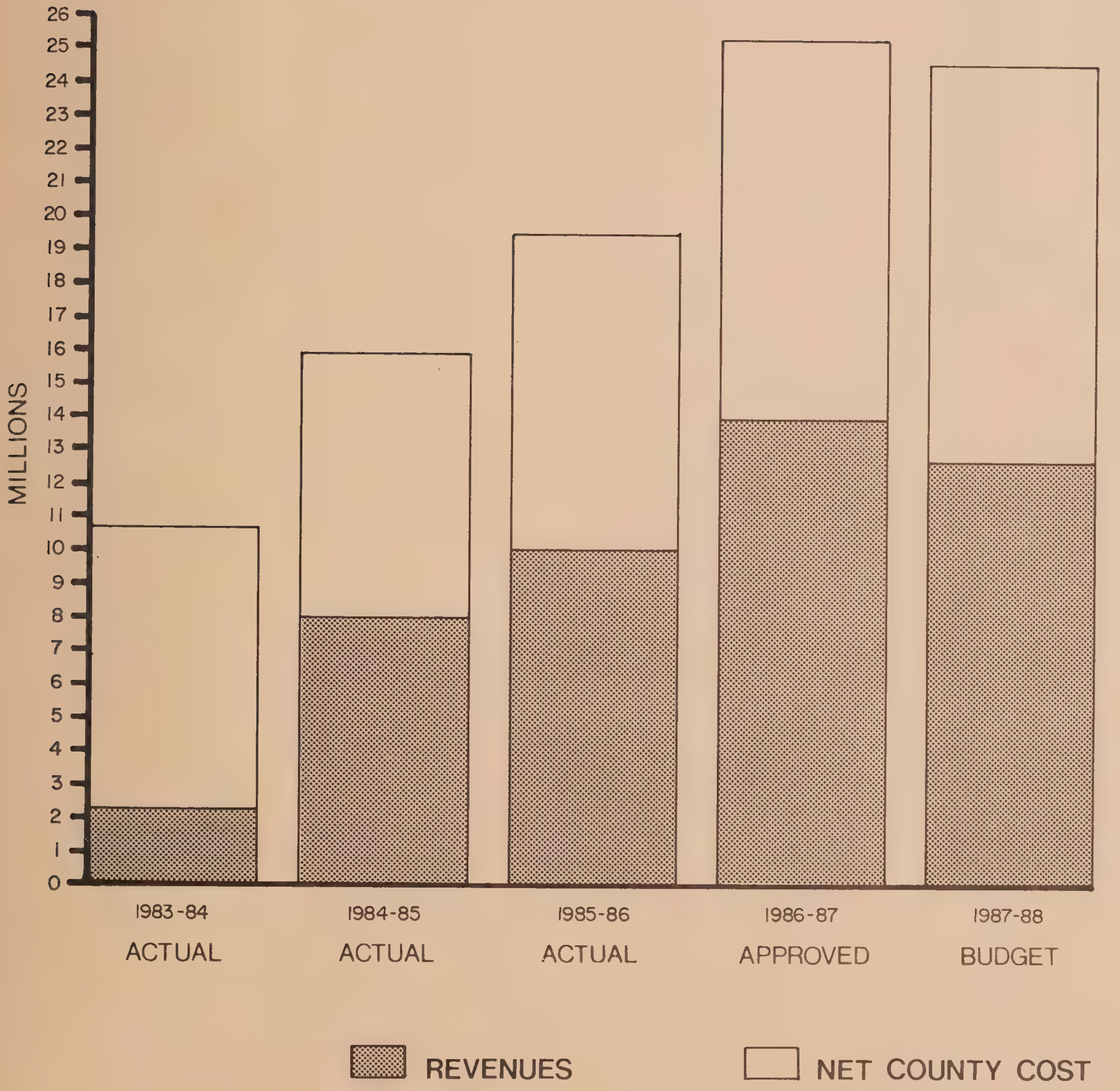
The Division of Parks and Recreation currently operates five community parks that are funded from the County General Fund. These parks are easily distinguished from their regional counterparts by their size, usually less than 15 acres, location in urban areas, and their design. Without parking fees and reservable facilities, these parks generate little or no revenue and are supported entirely by County general purpose revenues. The proposed County contribution to these parks in 1987-88 is as follows:

Community Parks	General Fund	Other Revenue	Total Cost
Eastside	$ 36,748	$ 0	$ 36,748
Gianone	24,062	0	24,062
Kennedy	72,387	0	72,387
West Jackson	13,572	0	13,572
Woodbridge	7,695	0	7,695
Total Community Parks	$154,464	$ 0	$154,464

In the Countywide park delivery system, these parks provide the same services as those paid for directly by City and County service area residents. Although it would be difficult, if not impossible, simply to close these community parks, it does seem appropriate to seek a method by which communities benefiting from these parks could pay all or at least a portion of their operational costs. In the coming year, Parks and Recreation Division staff will work closely with the County Administrator and County Counsel to find a method to fund Community parks from local revenue sources.

General Government

CHANGE IN PROGRAM EXPENDITURES



General Government

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 10100-Board of Supervisors	$ 725,117	$ 723,033	$ 723,033	$ (2,084)
• 10101-Municipal Advisory Councils	1,000	1,000	1,000	0
• 10200-County Administrator	727,332	683,794	683,794	(43,538)
• 10201-Grants Management	908,829	1,063,897	1,063,897	155,068
• Job Training Partnership Act				
• 10305-Title II A Grant	8,883,000	7,412,144	7,412,144	(1,470,856)
• 10350-Division of Emp. & Train.	2,110,530	1,771,693	1,771,693	(338,837)
• 10400-Clerk of the Board	277,711	276,660	276,660	(1,051)
• 10500-Public Information	119,375	110,732	109,929	(9,446)
• 10700-Integrated Property System	31,300	84,847	84,847	53,547
• 10800-Auditor-Controller	1,432,748	1,302,021	1,302,021	(130,727)
• 10803-Single Audit	30,950	33,800	33,800	2,850
• 10804-Operating Transfers	0	1,835,000	1,835,000	1,835,000
• 10900-Data Processing Division	(182,642)	(2,247)	(12,147)	170,495
• 11000-Treasurer-Tax Collector	1,110,849	1,295,913	1,265,378	154,529
• 11100-Assessor	3,380,848	3,483,648	3,481,323	100,475
• 11200-General Services/Purchasing	928,646	736,383	736,383	(192,263)
• 17000-General Services	114,997	0	0	(114,997)
• 16800-Central Services	425,245	523,328	523,328	98,083
• 13500-Communications	159,993	243,439	243,439	83,446
• 11600-Collections Division	1,050,011	1,064,382	1,064,032	14,021
• 11800-County Counsel	1,164,956	1,238,252	1,235,364	70,408
• 12400-Personnel Division	934,328	1,016,548	1,015,048	80,720
• 13000-Registrar of Voters	894,477	1,124,122	1,124,122	229,645
• 16000-Surveyor	481,662	382,776	371,676	(109,986)
• 15400-Advertising County Resources	95,425	102,725	102,725	7,300
• 16100-Employee Benefits	7,047,150	7,778,820	7,778,820	731,670
• 16200-Retirement-Administration	239,892	289,216	274,826	34,934
• 16300-Insurance	1,244,837	836,752	836,752	(408,085)
• 16500-Rebates & Refunds	59,000	59,000	59,000	0
• 16600-Motor Pool Contribution	630,380	288,219	288,219	(342,161)
• 16701-Judgements & Damages	500	500	500	0
• 18000-Equipment Depreciation	(24,802)	(25,254)	(25,254)	(452)
• 25900-Recorder	519,174	595,440	594,270	75,096
SUB-TOTAL	$35,522,818	$36,330,583	$36,255,622	$ 732,804
Less: Intra-County Transactions	(9,244,129)	(11,535,993)	(11,535,993)	(2,291,864)
TOTAL - GENERAL GOVERNMENT	$26,278,689	$24,794,590	$24,719,629	$(1,559,060)

BUDGET UNIT: 101 BOARD OF SUPERVISORS
DEPARTMENT: BOARD OF SUPERVISORS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: GEORGE L. BARBER, CHAIRMAN

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 508,280	$ 556,643	$ 576,168	$ 576,168	$ 19,525
• Svcs/Supplies	131,210	168,474	146,865	146,865	(21,609)
TOTAL APPROP	$ 639,490	$ 725,117	$ 723,033	$ 723,033	$ (2,084)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 639,490	$ 725,117	$ 723,033	$ 723,033	$ (2,084)
ALLOCATED POSITIONS	14.0	14.0	14.0	14.0	0.0
TEMPORARY (FTE)*	0.5	0.5	0.4	0.4	(.1)
TOTAL STAFFING	14.5	14.5	14.4	14.4	(.1)

*Full-time equivalent

MANDATE

The legal authority for the Board of Supervisors is set forth in Article XI, Section 5 of the State Constitution and Sections 2400 and 2500 of the Government Code. The Board of Supervisors has discretion concerning the methods used in carrying out its required functions.

PURPOSE

Sets policy and is the governing body of the County; adopts ordinances and resolutions; approves contracts; adopts the annual budget; appropriates funds; levies taxes; plans land use and determines zoning for the unincorporated area; appoints various board and commission members and certain County officers and department heads; serves as the governing body for various special districts; acts as the County Board of Equalization in matters over which it has jurisdiction. Each member represents the Board on several County commissions and local committees and responds on a daily basis to needs of constituents.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$19,525 increase ($556,643 to $576,168)

- $20,330 - Negotiated salary increases.
- ($1,957) - Reduction in hours for extra-help Clerk Typist.
- $1,152 - New cost for extra-help employee assigned to Consumnes River Board.

BUDGET UNIT: 101 BOARD OF SUPERVISORS
DEPARTMENT: BOARD OF SUPERVISORS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: GEORGE L. BARBER, CHAIRMAN

SERVICES & SUPPLIES
$21,609 decrease ($168,474 to $146,865)

- ($8,751) - Funding for printing of budgets is being transferred to the County Administrator's budget.
- ($14,000) - Expense for County Service Awards being transferred to the Personnel Department.
- $4,000 - Rent for copier formerly paid from Central Services budget.
- ($5,319) - One-time expense of personal computer purchase.
- $1,846 - Increase in Data Processing Direct Charges because of central budgeting of CPT maintenance and PC supplies.
- ($1,202) - Anticipated increase in Membership dues did not occur.

NET COUNTY COST
$2,084 decrease ($725,117 to $723,033)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Proposed Budget for the Board of Supervisors has two main objectives. First, it permits the maintenance of an efficient department with the resources necessary to serve the public. Second, this budget provides for greater accountability by excluding items formerly budgeted to the Board but administered by other departments, and by bringing more true Board expenditures under the Board's own budget. The small reduction of $2,084 in the Net County Cost of this budget ($725,117 to $723,033 = $2,084) results principally from transferring these expenditures and from reducing Extra-Help funding.

Specifically, the hours budgeted for a Clerk Typist II as a reserve to cover for vacations or prolonged illnesses of regular clerical staff have been cut from 1,040 hours to 694 hours. This reduction, which was based on a review of the needs of past years and an estimation of the 1987-88 workload, will result in a salary savings of $1,957 ($6,919 - $4,962 = $1,957). This savings is offset by the cost for an employee assigned to represent the County's interests to the Cosumnes River Water and Power Authority. Duties of this extra-help position, added in 1986, are to attend monthly meetings of the River Authority at a total cost of $1,152.

Expenditures transferred to other budgets are the $8,751 cost of printing the Proposed and Final Budgets and $14,000 to purchase service pin awards for employees. Because the County Administrator's Office makes the arrangements to have the budget printed, it is appropriate to include the costs in that budget. The cost of service pins will be transferred to the Personnel Department, which is responsible for the administration of the Award program.

Rent of $4,000 for the copying machine located in the Board office, which previously has been centrally budgeted with the large shared copiers in the Courthouse, will be included in the Board's budget in 1987-88. These changes should provide more direct accountability for funds.

As the policy-making arm of County government, the Board of Supervisors sets direction for long-range capital planning, development of new county programs, and improvement of services provided by County departments. The Board's efforts for 1987-88 will focus on service to the people of San Joaquin County in terms of maintaining good fiscal health for the County, working with County departments to improve programs and services, and continuing responsiveness to constituents. Efforts to strengthen relationships between the County and the cities will continue to be given a high priority. Building on last year's programs, the Board will work with the City of Stockton to provide increased services and shelter for the homeless. Priority will continue to be given to moving ahead with all phases of the Planned Capital Development program, including the hospital, courts, Human Resources Building, and the jail.

BUDGET UNIT: 101 BOARD OF SUPERVISORS
DEPARTMENT: BOARD OF SUPERVISORS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: GEORGE L. BARBER, CHAIRMAN

PROGRAM DISCUSSION OF 1987-88 BUDGET

New programs are planned for the upcoming budget year. To strengthen San Joaquin County's efforts in Community and Economic Development programs, the activities of the Economic Development Association, Job Training programs, and the Industrial Revolving Fund will be coordinated. Clear guidelines will be developed to the requirements imposed by new developments of any kind in the County.

Another major area of emphasis will be to control and prevent toxic pollution in the County. The District Attorney, Emergency Services, Air Pollution Control, the Health District, and the newly formed Environmental Concerns Committee will all play an active role in this area.

A priority in 1987-88 will be to strengthen rural fire protection and reclamation districts. The role of the County is envisioned, not as an agency that will substitute County funding for local funding, but as an agency able to help with the coordination of district efforts to improve efficiency and eliminate counter-productive practices.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To maintain and strengthen the positive working relationship between the County and the cities.	1. Established a new, more workable schedule of afternoon rather than evening meetings for (Stockton) City-County Liaison. Revised format of 5 bi-monthly meetings for Cities-County Association has been developed, with the Board Chairman, County Administrator, Mayors, and City Managers meeting in intervening months.
2. To make significant progress with plans for a new Human Services Agency building and the returning of the Hotel Stockton to private development.	2. Developed plans to obtain the property for the new Human Services Agency building. A demolition schedule has been set.
3. To work with the Sheriff in implementation of the Jail Advisory Committee recommendations, development of the Master Plan, expansion of the Community Car and Neighborhood Watch Programs, and addition of a County patrol district.	3. Worked with the Sheriff to implement many of the recommendations of the Jail Advisory Committee. Despite some setbacks, the Master Plan is progressing. There is a new community car in Lathrop and Neighborhood Watch is continuing outreach.
4. To carry out a Needs Assessment Study for the Judicial System.	4. Entered an agreement with the National Center for State Courts to conduct a management and organization analysis of the Stockton Municipal Court. Results will have been received by time of printing of this document.
5. To move ahead with plans for a Senior Health and Wellness center.	5. Moved ahead with plans for a Senior Health and Welness Center on Armory property.

BUDGET UNIT: **101 BOARD OF SUPERVISORS**
DEPARTMENT: **BOARD OF SUPERVISORS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **GEORGE L. BARBER, CHAIRMAN**

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
6. To work with the City of Stockton toward development of a shelter and increased services for the homeless.	6. Established the Stockton Shelter for the Homeless as a non-profit corporation. The shelter building should be built and operational in fall 1987.
7. To develop improved coordination for services provided to out-of-control youth and abused and neglected children.	7. Established the Children's Services Coordinating Commission to identify needs and improve services for high-risk youngsters.
8. To improve recognition of outstanding County employees.	8. Presented to the Board during Tuesday meetings more than 50 employees representing 20 programs with their accomplishments highlighted.
9. To continue strong efforts to improve service at the Stockton Metropolitan Airport.	9. Strengthened the role of the Stockton Metropolitan Airport within the region it serves through marketing strategies and the arrival of Continental Airlines.
10. To move ahead with the San Joaquin General Hospital Master Plan, completing the schematic phase and the financial funding program for Phase I, as a key element of continuing quality service to the people of San Joaquin County.	10. Completed the facility program and schematic design documents for San Joaquin General Hospital's Phase I Modernization and Replacement Project. An economic analysis is being conducted to determine the financing of the first phased replacement project.

1987-88 OBJECTIVES

1. To continue to maintain and strengthen the positive working relationship between the County and the cities.
2. To continue to work with the City of Stockton to provide increased services and shelter to the homeless.
3. To move ahead with all phases of the Planned Capital Development program.
4. To implement revised Community Development policies and restructure the Economic Development programs funded through the County.
5. To control and prevent toxic pollution in San Joaquin County.
6. To strengthen rural fire protection districts and reclamation districts.

CONCURRENCE

Mr. George L. Barber, Chairman of the Board of Supervisors, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **10101 MUNICIPAL ADVISORY COUNCILS**
DEPARTMENT: **BOARD OF SUPERVISORS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **GEORGE L. BARBER**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 232	$ 1,000	$ 1,000	$ 1,000	$ 0
TOTAL APPROP	$ 232	$ 1,000	$ 1,000	$ 1,000	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 232	$ 1,000	$ 1,000	$ 1,000	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this function. The establishment of Municipal Advisory Councils is permissive to a board of supervisors under Government Code Section 31010. Both the establishment and service level are discretionary.

PURPOSE

Municipal Advisory Councils serve as liaisons between unincorporated communities and the Board of Supervisors, providing a mechanism for conveying advisory information to the Board on a number of issues.

PROGRAM DISCUSSION OF 1987-88 BUDGET

There are five Municipal Advisory Councils in San Joaquin County:

- Lathrop (formed January 8, 1980)
- Linden (formed June 10, 1980)
- French Camp (formed August 19, 1980)
- Thornton (formed August 6, 1981)
- Woodbridge (formed October 12, 1982)

Each Municipal Advisory Council (MAC) is composed of seven representatives and is provided operating funds for office supplies and postage. The $1,000 recommended appropriation will allow the MACs to continue to function at the current level.

BUDGET UNIT: 102 COUNTY ADMINISTRATOR
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 578,309	$ 609,871	$ 630,691	$ 630,691	$ 20,820
• Svcs/Supplies	98,473	181,528	163,447	163,447	(18,081)
• Fixed Assets	359	0	0	0	0
Total Expend	$ 677,141	$ 791,399	$ 794,138	$ 794,138	$ 2,739
• Intrafund Trans	(35,893)	(64,067)	(110,344)	(110,344)	(46,277)
TOTAL APPROP	$ 641,248	$ 727,332	$ 683,794	$ 683,794	$(43,538)
Earned Revenue By Source					
• Charges for Svcs	$ 53,455	$ 49,319	$ 86,892	$ 86,892	$ 37,573
TOTAL REVENUE	$ 53,455	$ 49,319	$ 86,892	$ 86,892	$ 37,573
NET COUNTY COST					
• Support	$ 587,793	$ 678,013	$ 596,902	$ 596,902	$(81,111)
ALLOCATED POSITIONS	12.0	11.0	11.0	11.0	0.0
TEMPORARY (FTE)*	0.6	0.5	0.5	0.5	0.0
TOTAL STAFFING	12.6	11.5	11.5	11.5	0.0

*Full-time equivalent

MANDATE

The County Administrator is a County officer as set forth in Government Code Section 24000. The rules and regulations governing the operations of the office are contained in County Ordinance Code Sections 2-2000 through 2-2009.

PURPOSE

Serves as the Chief Administrative Officer of County operations; directly controls some departments and programs and coordinates and advises others; acts to enforce ordinances, policies, and rules and regulations as adopted by the Board of Supervisors; advises and makes recommendations to the Board of Supervisors on a vast number of subjects; supervises the preparation of the annual County budget and monitors departmental and agency expenditures throughout the fiscal year.

WORKLOAD DATA

County Administrator activities include the processing of all budget-related forms, year-round budget analysis, studies of issues and operations throughout the County organization and preparation of recommendations to the Board of Supervisors. It is difficult to quantify most of these activities since the time required for each action varies greatly. Two measurable workload items are shown below:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Appropriation Transfers	276	251	615	550	600
County Administrator's Office (CAO) Board Letters	190	111	124	170	180

BUDGET UNIT: 102 COUNTY ADMINISTRATOR
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

WORKLOAD DATA

Appropriation Transfers are requests for the reallocation of budgeted funds from one account to another which require analysis and approval or recommendation of the CAO.

CAO Board Letters are all letters or reports to the Board of Supervisors by CAO appearing on the Board agenda for consideration.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$20,820 increase ($609,871 to $630,691)
- $16,864 - Increase for normal salary increases and merit adjustments for existing staff.
- $3,974 - Increase in the net cost of benefits, primarily those budgeted under the Cafeteria plan in lieu of Health and Dental Insurance.

SERVICES & SUPPLIES
$18,081 decrease ($181,528 to $163,447)
- $10,000 - Increase in Office Expense-General with the transfer of responsibility to fund the printing of the Proposed and Final budget from the Board of Supervisors' budget.
- ($6,300) - Decrease Maintenance-Equipment with transfer of word processors maintenance to Data Processing Direct Charges.
- ($21,046) - Reduction in Data Processing Direct Charges follow completion of enhancements to computerized budget system in 1986-87.

INTRAFUND TRANSFERS
$46,277 increase ($64,067 to $110,344)
- $46,277 - Cost allocation plan adjustment for services benefiting other departments.

REVENUES
$37,573 increase ($49,319 to $86,892)
- $37,573 - Adjustment in Auditor computed cost allocations for services benefiting Internal Service and Enterprise Funds.

NET COUNTY COST
$81,111 decrease ($678,013 to $596,902)

PROGRAM DISCUSSION OF 1987-88 BUDGET

There are no changes in staffing recommended in the County Administrator's Office. The staff in 1986-87 focused on completing further improvements in the budget preparation computer system which will be fully operational for the 1987-88 budget. Completion of this work allows a reduction of $21,046.

The cost of the services of lobbyists to represent the County's interests in Sacramento were approved in mid-1986-87. The amount of $45,000 for this service is continued in the 1987-88 recommendations. We believe it is critical, as the Legislature deals with major county program and fiscal issues, that there be spokespersons for San Joaquin County involved in the process.

With the disengagement from further merger discussions with the Local Health District, CAO staff, which spent considerable effort on background research to prepare work programs for that event, may be redirected to internal County issues upon completion of the 1987-88 budget cycle.

BUDGET UNIT: 102 COUNTY ADMINISTRATOR
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Office has assumed direction of the Capital Projects Division on the transfer of that function from General Services in 1986. The long-term financing aspects of the three major building projects (Jail, Human Services Building, and replacement Hospital) will be a major priority for the CAO in 1987-88. Contracts with a Financial Advisor and Bond Counsel have been approved by your Board to assist in this effort. The Capital Projects Division staff and operating costs are included in the new 10202 Budget Unit.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete at least four major operational studies in various County departments using departmental management staff with direction and coordination by the CAO staff.	1. Aborted the planned work program for merger with the Local Health District. Completed major studies without use of task forces on Jail staffing, economic development reorganization, community development coordination, Hospital construction feasibility, risk management program, and Manteca Redevelopment plan.
2. To refine further the budget preparation system, both automated and manual, to improve the process and resulting budget documents.	2. Completed major enhancements to the budget preparation computer system to eliminate parallel separate work on personal computers.
3. To work with General Services in the preparation and updating of a multi-year capital improvement program.	3. Compiled comprehensive multi-year plans prepared by most major departments, for their capital needs.
4. To develop, with the assistance of the County Financial Advisor, a long-term financing proposal for the proposed Human Services Agency building.	4. Initiated approval process of financial plan with State Controller and State Department of Social Services.
5. To improve methods of financial forecasting and reporting to the Board of Supervisors on financial matters.	5. Completed data base of revenues and expenditures history used for forecasting.
	6. Provided liaison to legislative advocates and assisted in preparation of 1987 County Legislative Platform.

1987-88 OBJECTIVES

1. To complete task force studies in three program areas to be identified during the current budget process.

2. To provide leadership in pursuing short and long-term solutions to the Jail overcrowding problem.

3. To develop financing plans for the Human Services Building and the General Hospital replacement project.

4. To coordinate with legislative advocates to insure San Joaquin County interests are expressed in the State legislative and budget processes.

5. To prepare new financial forecasts and data for the Board and to support long-term capital financing proposals.

BUDGET UNIT: 10201 GRANTS MANAGEMENT
DEPARTMENT: GRANTS MANAGEMENT
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 79,903	$ 88,392	$ 93,259	$ 93,259	$ 4,867
• Svcs/Supplies	12,121	27,538	35,703	35,703	8,165
• Other Charges	172,401	792,899	934,935	934,935	142,036
• Fixed Assets	20,092	0	0	0	0
TOTAL APPROP	$ 284,517	$ 908,829	$ 1,063,897	$ 1,063,897	$155,068
Earned Revenue By Source					
• Aid-Other Govt	$ 275,444	$ 908,829	$ 1,063,897	$ 1,063,897	$155,068
TOTAL REVENUE	$ 275,444	$ 908,829	$ 1,063,897	$ 1,063,897	$155,068
NET COUNTY COST					
• Discretionary	$ 9,073	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	3	3	3	3	0

*Full-time equivalent

MANDATE

Participation in the Community Development Block Grant (CDBG) program is voluntary. The County elected, in 1985, to participate in the CDBG program as an Urban County. In doing so, the County certifies that it will comply with the provisions of the Housing and Community Development Act and other applicable Federal statutes, codes, executive orders, management circulars, and Federal regulations. The level of service is that necessary to provide for project and fiscal administrative compliance.

PURPOSE

Provides for the administration, planning, coordination, and implementation of the CDBG program within the five participating cities as well as the unincorporated County. Support functions include administrative staffing; the provision of supplies and services; reimbursements to cities and County departments; and property rehabilitation expenditures.

WORKLOAD DATA

Major measurable work program components are presented below. Funds for administrative support as well as project costs are provided through the State and Federal CDBG programs.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
CDBG Allocations	0	600,000	2,613,000	2,259,000	2,266,000
CDBG Expenditures	221,621	231,511	445,441	1,350,000	1,750,000
Federal Environmental Reviews	0	2	19	20	28
State Environmental Reviews	0	2	9	9	11
Labor Standards Reviews	1	1	13	20	13
Housing Rehab Loans	17	10	14	13	10
Utility Connections	0	0	0	12	130

BUDGET UNIT: 10201 **GRANTS MANAGEMENT**
DEPARTMENT: **GRANTS MANAGEMENT**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$4,867 increase ($88,392 to $93,259)
- $4,867 - Normal salary adjustments.

SERVICES & SUPPLIES
$8,165 increase ($27,538 to $35,703)
- $12,719 - Increase for reimbursement of administrative costs incurred by other departments and agencies.
- ($3,000) - Reduction in estimated publication costs.

OTHER CHARGES
$142,036 increase ($792,899 to $934,935)
- $142,036 - Increased Federal revenues targeted for housing rehabilitation and utility connection projects.

REVENUES
$155,068 increase ($908,829 to $1,063,897)
- $155,068 - Increase in Federal revenues to fully offset expenditures.

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1984-85, the County and five participating cities attained urban county status under the Community Development Block Grant (CDBG) program. The County, as lead agency, has assumed responsibility for the administration of annual entitlement fund allocations.

For 1985-86, the County received $2.3 million in CDBG funds. Twenty activities were approved for funding from that allocation. For 1986-87, the County received additional allocations of $2.3 million that funded an additional 24 activities.

For 1987-1988 the County and participating cities will receive $2.3 million in CDBG fund allocations. The Board of Supervisors has approved an additional 28 activities for funding. Those activities include public works and facilities, planning, and public service projects.

Projects are located throughout the unincorporated County and in each of the five participating cities. In addition, CDBG funds from the State administered 1984 Small Cities program for property rehabilitation activities in the community of Lathrop continue to be coordinated through Grants Management.

The Grants Management budget unit provides funds for administrative oversight and project management primarily of the CDBG program. Grants Management coordinates the implementation of approved CDBG projects through city staff and through other County departments. Grants Management additionally provides for fiscal management support for the Clean Water Grant funded East Stockton Sanitary Sewer Project.

The adjusted allocations of CDBG entitlement funds by type of project are summarized below. It is noted that $275,585 of 1985-86 CDBG funds were reprogrammed forward into 1986-87 project activities.

BUDGET UNIT: 10201 GRANTS MANAGEMENT
DEPARTMENT: GRANTS MANAGEMENT
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1985-86	1986-87	1987-88	Total
Public Works				
Construction	$1,125,087	$1,160,681	$1,137,323	$3,423,091
Design Studies	70,000	50,000	90,000	210,000
	$1,195,087	$1,210,681	$1,227,323	$3,633,091
Community Facilities				
Senior Centers	$ 413,970	$ 269,191	$ 157,208	$ 840,369
Park Improvements	205,000	362,124	0	567,124
	$ 618,970	$ 631,315	$ 157,208	$1,407,493
Housing Programs				
Housing Rehab	$ 250,000	$ 275,797	$ 382,208	$ 908,005
Utility Connect.	100,000	100,000	100,000	300,000
Code Enforcement	0	18,000	24,635	42,635
	$ 350,000	$ 393,797	$ 506,843	$1,250,640
Planning & Admin.				
Administration	$ 173,358	$ 195,215	$ 203,815	$ 572,388
Planning	0	58,000	134,000	192,000
Services	0	45,577	36,811	82,388
	$ 173,358	$ 298,792	$ 374,626	$ 846,776
Total	$2,337,415	$2,534,585	$2,266,000	$7,138,000

The functions related to direct housing rehabilitation services are provided by the Building Inspection Division. Grants Management expenditures, under Other Charges, include the funding of housing rehabilitation loans and reimbursement to the Building Inspection Division budget unit for salary and other rehabilitation related expenditures.

All recommended Grants Management expenditures are reimbursable in full from the entitlement CDBG allocation currently available to the County. Offsetting revenue from other sources may be generated as services are provided.

As expenditures are documented, revenues are sought on a reimbursement basis. Expenditures made near the close of any fiscal year may generate revenues the following year. As a result, 1985-86 revenues did not match actual expenditures.

BUDGET UNIT: 10201 GRANTS MANAGEMENT
DEPARTMENT: GRANTS MANAGEMENT
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To expend at least 50% and obligate 75% of all 1985-86 entitlement funds by June 30, 1987.	1. Obligated 100% of 1985-86 entitlement funds. Expended 56% of these funds through April 1987.
2. To expend and/or obligate 25% of all 1986-87 entitlement funds by June 30, 1987.	2. Obligated 32% of 1986-87 entitlement funds through April 1987.
3. To improve on program management and fiscal systems developed in 1985-86 to ensure compliance with applicable Federal laws, regulations, and statutes.	3. Increased the capacity of fiscal operations to provide federally required data as well as local management reports on a monthly basis.
4. To increase the level of program technical assistance and training to participating cities.	4. Provided training and technical assistance during monthly Technical Advisory Committee meetings.

1987-88 OBJECTIVES

1. To expend 100% of all 1985-86 entitlement funds by June 30, 1988.
2. To obligate 50% of all allocated 1986-87 funds by June 30, 1988.
3. To obligate 25% of all allocated 1987-88 funds by June 30, 1988.
4. To formalize additional training for participating cities regarding program management systems and regulatory requirements.

BUDGET UNITS: ALL EMPLOYMENT AND TRAINING BUDGETS

RESPONSIBLE MANAGER: MARCELO A. LOPEZ

Summary

	1985-86	1986-87	1987-88		
Fund: JTPA	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,652,142	$ 2,622,858	$ 2,809,859	$ 2,809,859	$ 187,001
• Svcs/Supplies	4,265,638	8,975,982	6,506,023	6,506,023	(2,469,959)
• Fixed Assets	28,864	17,258	117,188	117,188	99,930
Total Expend	$ 5,946,644	$11,616,098	$ 9,433,070	$ 9,433,070	$(2,183,028)
• Intrafund Trans	(406,442)	(622,568)	(249,233)	(249,233)	373,335
TOTAL APPROP	$ 5,540,202	$10,993,530	$ 9,183,837	$ 9,183,837	$(1,809,693)
Funding Source					
• Carry In	$ 4,242,634	$ 5,277,002	$ 3,434,049	$ 3,434,049	$(1,842,953)
• New Alloc	5,668,409	6,595,991	6,987,686	6,987,686	391,695
• Other Revenue	35,000	0	0	0	0
Total Funds Available	$ 9,946,043	$11,872,993	$10,421,735	$10,421,735	$(1,451,258)
• Carry Forward	4,405,841[1]	879,463[1]	1,237,898	1,237,898	358,435
TOTAL REVENUE	$ 5,540,202	$10,993,530	$ 9,183,837	$ 9,183,837	$(1,809,693)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POS	51.0	54.0	58.0	58.0	4.0
TEMPORARY (FTE)[2]	55.0	50.4	46.5	46.5	(3.9)
TOTAL STAFFING	106.0	104.4	104.5	104.5	0.1

[1] Adjusted Fund Balance and Carry Forward to balance Revenues against apropriations for purpose of this summary.

[2] Full-time equivalent.

SUMMARY

This presentation is a summary of six budget units administered by the Division of Employment and Training. These are: 10305 Title II-A; 10351 Older Workers Grant; 10352 Vocational Education Grant; 10353 Dislocated Workers; 10350 Summer Youth Employment and Training; and 10354 Performance Incentive Bonus.

PROGRAM HIGHLIGHTS

The following are major changes recommended for Division operations in 1987-88:

- Increased emphasis will be placed on programs directly linked to the employment needs of new or expanding employers in San Joaquin County.
- Establishment of a full-service Assessment Center to assist JTPA applicants and participating employers in assessing the skills, knowledge, and abilities of individuals seeking employment. The Assessment Center replaces the Re-Employment Service Center proposed in the 1986-87 budget. The pending implementation of the GAIN program plus late year Federal/State requirements for additional assessment of JTPA participants has required that the proposed center be expanded to a full-service Assessment Center.
- Overall JTPA funding this year will be less than the prior year because of the lower availability of carry forward funds. This decline reflects the increased maturity of the program in effectively spending available funds.

BUDGET UNITS: ALL EMPLOYMENT AND TRAINING BUDGETS

RESPONSIBLE MANAGER: MARCELO A. LOPEZ

PROGRAM HIGHLIGHTS

The JTPA program has now reached peak levels of expenditures, and will adjust in the future based on the amount of new allocations.

- A new GAIN welfare-reform program is being scheduled for implementation during the 1987-88 budget year. The program plan is now being developed jointly by the Human Services Agency and the Division of Employment and Training. Once GAIN funding levels have been approved by the State, a separate budget will be submitted.

BUDGET UNIT: 10305 DIVISION OF EMPLOYMENT AND TRAINING
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

Fund: JTPA	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$1,652,142	$2,409,315	$2,552,649	$ 2,552,649	$ 143,334
• Svcs/Supplies	2,654,120	7,081,695	4,991,540	4,991,540	(2,090,155)
• Fixed Assets	26,987	14,558	117,188	117,188	102,630
Total Expend	$4,333,249	$9,505,568	$7,661,377	$ 7,661,377	$(1,844,191)
• Intrafund Trans	(406,442)	(622,568)	(249,233)	(249,233)	(373,335)
TOTAL APPROP	$3,926,807	$8,883,000	$7,412,144	$ 7,412,144	$(1,470,856)
Earned Revenue By Source					
• Carry In	$4,242,634	$5,185,754	$3,313,900	$ 3,313,900	$(1,871,854)
• New Allocation	3,956,978	4,576,706	5,336,142	5,336,142	759,436
Total Funds Available	$8,199,612	$9,762,460	$8,650,042	$ 8,650,042	$(1,112,418)
• Carry Forward	(4,272,805)*	(879,460)*	(1,237,898)	(1,237,898)	(358,438)
TOTAL REVENUE	$3,926,807	$8,883,000	$7,412,144	$ 7,412,144	$(1,470,856)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POS	51	54.0	58.0	58.0	4.0
TEMPORARY (FTE)**	55	37.4	32.3	32.3	(5.1)
TOTAL STAFFING	106	91.4	90.3	90.3	(1.1)

*Adjusted to include fund balance
**Full-time equivalent

MANDATE

No mandate exists to operate programs under the Job Training Partnership Act. However, once a jurisdiction has received designation as a Service Delivery Area, levels of service must conform to standards established by the Job Training Partnership Act and Family Economic Security Act.

PURPOSE

Provides the primary source of operating funds for the Private Industry Council and the Division of Employment and Training under the Job Training Partnership Act; provides employment and training services to youths, high school dropouts, AFDC recipients, and other special target groups; provides activities including classroom training, job search, business assistance programs, economic development activities, and on-the-job training.

BUDGET UNIT: **10305 DIVISION OF EMPLOYMENT AND TRAINING**
DEPARTMENT: **DIVISION OF EMPLOYMENT & TRAINING**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **MARCELO A. LOPEZ**

WORKLOAD DATA

The Division of Employment and Training program activities include job search, classroom training, on-the-job training, work experience, and intake and assessment. Services provided are: participant/employer outreach, intake, participant orientation, testing, remediation, job referral, certification, enrollment, job development, case management, follow-up, counseling, supportive services, and referral to other service providers, when appropriate. A summary of activities follows:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
No. of Pre-applications Processed	N/A	3,600	5,000	6,000	6,000
No. of Participants Enrolled	673	1,912	3,518	4,116	4,200
No. of Participants Placed In Jobs	186	616	1,301	1,600	1,800

Classroom Training is conducted in a classroom setting and is designed for participants either to acquire the ability and knowledge necessary for employment in demand occupations or improve reading, writing, and computational skills. Number of participants to be served in 1987-88: 2,640.

On-the-Job Training, conducted in the work place, provides training in the skills essential to performance of the job. The expected outcome is retention of the trainee in unsubsidized employment. Number of participants to be served in 1987-88: 620.

Job Search includes training in self-marketing for participants who have job skills but need help in planning a career, locating potential employers, or being interviewed. Number of participants to be served in 1987-88: 525.

Intake/Assessment includes activities which help to direct, re-channel, improve, establish, or support a participant's career choice and/or goals. Number of participants to be served in 1987-88: 4,200.

Work Experience is training in which participants polish or acquire vocational skills, develop good work habits, and experience a work environment. Number of participants to be served in 1987-88: 480.

Supportive Services are services such as child care or transportation which are provided to participants so that they can participate in a training program. Number of participants to be served in 1987-88: 1,005

Employer Services include activities intended to create additional job opportunities, such as customized training, recruitment orientation, and information dissemination, depending on specific needs of the employer.

Try-out Employment, at actual work sites, gives participants experience which may result in full-time unsubsidized employment. Number of participants to be served in 1987-88: 200.

Limited Work Experience is a short-term work assignment designed to help participants develop good work habits and basic work skills. Number of participants to be served in 1987-88: 20.

Employment Generating Activities are conducted to encourage expansion, relocation, or creation of businesses to increase employment opportunities for JTPA-eligible individuals.

BUDGET UNIT: 10305 DIVISION OF EMPLOYMENT AND TRAINING
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$143,334 increase ($2,409,315 to $2,552,649)

- $77,855 - Salaries and benefits for recommended positions of two Clerk Typists II, one Data Entry Operator I, and one Specialist Clerk.
- $53,032 - Normal salary adjustments.
- $98,072 - Additional funding for 27 contract positions approved by the Board of Supervisors in FY 1986-87.
- ($70,200) - Reduction in Extra-Help funding from 9.4 to 5.3 positions.
- ($15,425) - Anticipated decrease in overtime pay.

SERVICES & SUPPLIES

$2,090,155 decrease ($7,081,695 to $4,991,540)

- ($15,224) - Decrease in general office expense reflects actual usage.
- ($14,738) - Decrease in maintenance of equipment and rents and lease of equipment.
- ($56,876) - Decrease in allocated service department costs.
- ($8,500) - Decrease in publication and legal notices expenditures.
- ($18,800) - Projected decrease in Workers' Compensation Insurance based on fewer participants in the Limited Work Experience Program.
- ($6,000) - Decrease in Special Departmental Expense and Small Tools and Supplies budget.
- $19,773 - Projected increase in rent adjusted for cost of living.
- $197,500 - Increase in Professional Services to hire consultants for marketing campaign, to develop central filing system, and engage CPAs to prepare financial statements and projections for loan packaging.
- ($34,860) - Decrease in Motor Pool usage and reimbursements for employees mileage.
- ($330,000) - Decrease due to elimination of needs-based payments.
- ($138,000) - Decrease in the funding of Limited Work Experience Program.
- ($119,000) - Decrease in Work Experience Program funding.
- ($179,914) - Net decrease in contracted program costs as a result of in-house programs conducted by DET.
- ($1,564,785) - Program costs redirected to other facets of the program.

FIXED ASSETS

$102,630 increase ($14,558 to $117,188)

- $90,940 - Upgrade of mini computer system.
- $13,958 - Back-up system for FMS.
- $2,575 - File cabinets.
- $8,950 - Computer terminals.
- $765 - Typewriter for new position of Clerk Typist.

INTRAFUND TRANSFERS

$373,335 decrease ($622,568 to $249,233)

- ($373,335) - Decrease in salaries and other costs being transferred out because of program changes.

REVENUES

$1,470,856 decrease ($8,883,000 to $7,412,144)

- ($1,470,856) - All expenditures are reimbursed by State. The decrease in revenues matches a decrease in anticipated expenditures.

BUDGET UNIT: 10305 DIVISION OF EMPLOYMENT AND TRAINING
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit consolidates the five grants administered by the Division of Employment and Training. These are: 10305 Title II-A (78%); 10351 (3%) Older Worker Grant; 10352 (8%) Vocational Education Grant; 10353 (Title III) Dislocated Workers; and 10354 (6%) Performance Incentive Bonus. For ease of comparison, funds appropriated in all these budget units in prior years, have been combined in Budget Unit 10305. The 1985-86 and 1986-87 columns include these combined figures. Funds available under this budget unit for 1987-88 include:

$3,313,900	Carry In from Fiscal Year 1986-87
5,336,142	New Allocation for Fiscal Year 1987-88
$8,650,042	Total Availability
-1,237,898	Estimated Carry Forward to Fiscal Year 1988-89
$7,412,144	Total Amount Budgeted for Fiscal Year 1987-88

Funds are currently budgeted by activity in the JTPA plan approved by the Board of Supervisors on May 15, 1987, in the following manner:

Activity	Number to be Served	Funds Allocated	Percent of Total Budget
Training			
Classroom Training (includes occupational skills, remedial education and pre-employment skills training)	2,640	$2,493,800	34%
Work Site Training (includes on-the-job training and try-out employment)	820	984,000	13%
Job Search	525	240,575	3%
Limited Work Experience (50%)	20	30,000	1%
Intake/Assessment	4,200	1,468,000	20%
Employer Services		117,684	2%
Total Training		$5,334,059	73%
Supportive Services			
Supportive Services (includes child care, transportation, tools, etc.)	1,005	$ 440,314	6%
Limited Work Experience (50%)	20	30,000	*
Work Experience (Youth)	480	246,000	3%
Employment Generating Services		196,000	3%
Total Supportive Services		$ 912,314	12%
Program Administration		$1,165,771	15%
TOTAL ALLOCATED		$7,412,144	100%

*Combined with the training portion this constitutes 1% of the total allocation.

The new Job Training Plan reflects continued management-paced growth estimated to reach $7.4 million in expenditures by June 30, 1988. The programs will retain their primary emphasis on employment and will include services designed to meet the needs of participants and employers. Priority will be given to on-the-job training, industry-specific training, and try-out employment programs involving the direct participation of employers. These services will be complemented by classroom training in skills for occupations for which a demand exists.

BUDGET UNIT: 10305 DIVISION OF EMPLOYMENT AND TRAINING
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

PROGRAM DISCUSSION OF 1987-88 BUDGET

The following are changes recommended or anticipated for Division operations in 1987-88:

- Increased emphasis will be placed on programs directly linked to the employment needs of new or expanding employers in San Joaquin County. JTPA services are increasingly being targeted to industry-specific training programs which result in the direct hire of eligible persons by the participating industry. The linkage between these training programs and economic development activities throughout the County are becoming mutually valuable and supportive.

- Establishment of a full-service Assessment Center to assist JTPA applicants and participating employers in assessing the skills, knowledge and abilities of individuals seeking employment. In April 1987 the Board of Supervisors authorized the initiation of a Request for Bid to procure the necessary assessment systems and services to complete the implementation of this Center. Those systems and services are expected to be procured by June 30, 1987, with delivery and functional operation occurring in the new budget year. The Assessment Center replaces the Re-employment Service Center proposed in the 1986-87 budget. The pending implementation of the GAIN program plus late year Federal/State requirements for additional assessment of JTPA participants have required that the proposed center be expanded to a full-service Assessment Center.

- Overall JTPA funding this year will be less than the prior year because of the lower availability of Carry Forward funds. The estimated Carry In funds in 1987-88 is $3,313,900 or 64% of the prior year Carry In amount of $5,185,754. This decline reflects the increased maturity of the program in effectively spending available funds. The Carry Forward into 1988-89 is estimated at $1,237,898. Thus, the JTPA program has now reached peak levels of expenditures, and will adjust in the future based on the amount of new allocations.

- A new GAIN welfare-reform program is being scheduled for implementation during the 1987-88 budget year. The program plan is now being developed jointly by the Human Services Agency and the Division of Employment and Training. That plan will propose that the Division assume the major administrative role for the employment and training provisions required under the GAIN law. Once GAIN funding levels have been approved by the State, a separate budget will be submitted. It is expected that GAIN program activities will have a significant impact upon JTPA services and expenditures. That impact will be detailed at the time of the GAIN budget submittal.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To increase employment opportunities for economically disadvantaged residents of San Joaquin County, focusing on youths, school dropouts, and public assistance recipients.	1. Placed over 830 economically disadvantaged residents in permanent jobs, including approximately 150 high school dropouts and 210 public assistance recipients. An additional 470 persons are expected to enter employment by June 30, 1987.
2. To provide employment and training services to economically disadvantaged individuals.	2. Provided employment and training services to over 2,300 economically disadvantaged adults, out-of-school youths between July 1, 1986 and March 3, 1987. Services included:

BUDGET UNIT: **10305 DIVISION OF EMPLOYMENT AND TRAINING**
DEPARTMENT: **DIVISION OF EMPLOYMENT & TRAINING**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **MARCELO A. LOPEZ**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
	- Classroom training - On-the-job training - Job search training - Job development - Work experience - Try-out employment - Supportive services An additional 900 persons are expected to be served by June 30, 1987.
3. To coordinate JTPA with activities provided by other organizations in San Joaquin County.	3. Developed a working relationship with the private sector including Chambers of Commerce and other agencies interested in economic development in San Joaquin County, including the County Economic Development Association and the Tracy Certified Development Corporation.
4. To provide accurate and timely information to the PIC and the Board of Supervisors, Governor of the State of California, and other governmental agencies of the progress of JTPA programs in San Joaquin County.	4. Issued a program performance report to appraise the PIC, Board of Supervisors, Governor of the State of California, and other governmental agencies of the progress of JTPA programs in San Joaquin County.
	5. Operated an effective loan packaging assistance program which provided additional capital in the amount of $2.3 million for 12 businesses through March 24, 1987 which directly resulted in the creation of approximately 60 new jobs.
	6. Earned a performance incentive of $325,300 from the State for exceeding all seven State established performance standards.
	7. Developed and implemented two major youth programs. These programs include a Dropout Retention and Prevention program, which served 600 youths in danger of dropping out of school; and a Transition To Work program for 600 CYA incarcerated youths who are scheduled for parole.
	8. Conducted 18 business seminars for approximately 800 local business owners, managers and entrepreneurs resulting in the creation of approximately 50 jobs.
	9. Provided specialized comprehensive employment and training services to 85 handicapped youths.

BUDGET UNIT: 10305 **DIVISION OF EMPLOYMENT AND TRAINING**
DEPARTMENT: **DIVISION OF EMPLOYMENT & TRAINING**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **MARCELO A. LOPEZ**

CONSOLIDATED OBJECTIVES FOR 1987-88

1. To increase employment opportunities for economically disadvantaged residents of San Joaquin County, focusing on youths, school dropouts, public assistance recipients, older workers, dislocated workers, and other groups with special needs.

2. To provide employment and training services to economically disadvantaged individuals. Program is designed to result in the placement of participants in permanent, unsubsidized employment and includes:

   - Classroom training
   - On-the-job training
   - Job search training
   - Job development
   - Work experience
   - Try-out employment
   - Supportive services
   - Counseling & assessment

3. To coordinate JTPA programs with the GAIN welfare program in order to effectively serve AFDC welfare recipients.

4. To coordinate JTPA programs with activities provided by other organizations in San Joaquin County.

5. To stimulate economic development in coordination with the private sector; to promote business information and expansion; to increase job opportunities to eligible participants.

6. To provide accurate and timely information to the PIC and the Board of Supervisors on all subjects and issues submitted for consideration.

CONCURRENCE

Mr. Marcelo A. Lopez, Director of Employment and Training, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 10350 JTPA-SYETP
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

Fund: JTPA	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 213,543	$ 257,210	$ 257,210	$ 43,667
• Svcs/Supplies	1,611,518	1,894,287	1,514,483	1,514,483	(379,804)
• Fixed Assets	1,877	2,700	0	0	(2,700)
TOTAL APPROP	$1,613,395	$ 2,110,530	$1,771,693	$1,771,693	$ (338,837)
Funding Source					
• Carry In	$ 0	$ 91,248*	$ 120,149*	$ 120,149*	$ 28,901
• New Allocation	1,711,431	2,019,282	1,651,544	1,651,544	(367,738)
• Other Revenue	35,000	0	0	0	0
Total Funds Available	$1,746,431	$ 2,110,530	$1,771,693	$1,771,693	$ (338,837)
• Carry Forward	(133,036)*	0	0	0	
TOTAL REVENUE	$1,613,395	$ 2,110,530	$1,771,693	$1,771,693	$ (338,837)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)**	0.0	13.0	14.2	14.2	1.2

*Adjusted to include fund balance.
**Full-time equivalent.

MANDATE

No mandate exists to operate programs under the Job Training Partnership Act. However, once a jurisdiction has received designation as a Service Delivery Area, levels of service must conform to standards established by the Job Training Partnership Act and Family Economic Security Act.

PURPOSE

Provides employment opportunities and work experience for participants between the ages of 14 and 21.

WORKLOAD DATA

The Summer Youth Employment and Training Program activity includes participant outreach, certification, job referral, enrollment, participant orientations, work site orientations, job development, and case management. These activities may be summarized into workload categories as follows:

	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Countywide Outreach	15,000	15,000	10,000
Participant Enrollments	1,987	1,865	1,400
Work Site Development	1,730	1,750	1,300
Job Referrals	2,400	2,400	2,300
Orientations	100	100	100
Entered Employment	39	60	34
Testing	0	0	1,300

BUDGET UNIT: 10350 JTPA-SYETP
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

WORKLOAD DATA

Countywide Outreach refers to orientations conducted at all County high schools, selected community-based organizations, public libraries, and the offices of the Private Industry Council. Applications are made available at the orientations and can be picked up at all the above locations. Approximately 4,000 applications are certificated.

Participant Enrollment refers to the targeted population of economically disadvantaged youths between the ages of 14 and 21. Case management also becomes a part of the program activity once the participant is enrolled.

Work Site Development consists of subsidized work experience sites at private, non-profit organizations Countywide, as well as with public agencies.

Job Referrals include interviewing each participant, scheduling appointments with employers, and following up after each interview.

Orientations include outreach orientations at the schools, participant orientations, work site orientations, and labor market orientations.

Entered Employment refers to the candidates placed in private sector unsubsidized employment.

Testing refers to the assessment of participants in the SYETP in remedial/basic skills.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1986-87 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$43,667 increase ($213,543 to $257,210)
- $43,667 - Normal salary adjustments.

SERVICES & SUPPLIES
$379,804 decrease ($1,894,287 to $1,514,483)
- ($235,097) - Decrease in compensation in lieu of wages due to fund cuts.
- ($4,050) - Decrease in Office Expense-General to reflect actual expenditures.
- $1,950 - Increase in printing costs to reflect actual expenditures.
- ($8,824) - Decrease in Communications.
- ($6,500) - Decrease in Transportation and Travel reflects reduced participant level.
- ($6,000) - Decrease in Allocated Service Department costs.
- $11,535 - Increase in remedial education and basic skills classroom training in response to new mandate.
- ($6,362) - Decrease in other training to reflect actual expenditures.
- ($113,146) - Decrease in Professional and Specialized Services required.
- ($20,900) - Decrease in Workers' Compensation Insurance reflects reduced participant level.
- $6,900 - Increase in Rents-Structures and Grounds for additional office space.
- $1,000 - Increase in Small Tools and Instruments to replace broken or lost items.
- $1,100 - Increase in Office Expense-Postage.
- ($1,210) - Decrease in Special Departmental Expense.

BUDGET UNIT: 10350 JTPA-SYETP
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

FIXED ASSETS
$2,700 Decrease ($2,700 to zero)
- $0 - No Fixed Assets are being requested.

REVENUES
$338,837 decrease ($2,110,530 to $1,771,693)
- ($338,837) - Decrease in funding for Program Year 1987.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit is the operating grant for the Summer Youth Employment and Training Program (SYETP). SYETP funds are used to provide summer work experience and other employment and training activities to approximately 1,400 eligible youths in San Joaquin County.

Funds available under this budget unit include:

$ 120,149	Carry-In from Fiscal Year 1986-87
1,651,544	New Allocation for Fiscal Year 1987-88
0	Other Revenue for Fiscal Year 1987-88
$1,771,693	Total Funding Available Fiscal Year 1987-88

The Summer Youth Employment and Training Program is designed to provide eligible, in- and out-of-school youths with summer employment and training. This program exposes youths to various career opportunities while assisting them in developing good basic work habits and skills. During their participation, youths are introduced into a work environment, vocational counseling, career planning, and labor market orientation.

Although primarily a work experience program, several components within the Summer Youth Employment and Training Program are a combination of classroom training and work experience. The classroom activity may consist of anything from basic remediation to career exploration.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To serve 1,760 economically disadvantaged youths.	1. Exceeded planned enrollment levels to serve a total of 1,865 County residents.
2. To provide summer employment to eligible youths in San Joaquin County in clerical, educational, recreational, administrative, and performing arts occupations.	2. Provided work experience in clerical work, education, administration, labor, recreation, and the performing arts.
3. To provide a Countywide Theater Arts Project which will provide valuable work experience to participants and a free theater performance to a large number of County residents.	3. Provided a free theater to an audience of approximately 6,000 County residents. The students worked hard and enjoyed the experience as was demonstrated in their outstanding performance.
4. To provide cost-effective management of the Summer Youth Employment and Training Program in San Joaquin County.	4. Made the SYETP a more effective and efficient program. Prior experiences bring change in policies and procedures, systems and controls to make the Title II-B SYETP a much better program.

BUDGET UNIT: 10350 JTPA-SYETP
DEPARTMENT: DIVISION OF EMPLOYMENT & TRAINING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: MARCELO A. LOPEZ

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
5. To continue development and refinement of two pilot programs started during the Fiscal Year 1985 SYETP. These projects will be used as model, competency-based, remedial education programs to be duplicated by other schools, Countywide.	5. Added a component in Junior Achievement to increase the program's effectiveness. Students learned basic skills and focused on the world of work.

1987-88 OBJECTIVES

1. To serve 1,400 economically disadvantaged youth.

2. To provide summer employment to eligible youths in San Joaquin County in the areas of education, recreation, clerical, administration, and the performing arts.

3. To again provide a Countywide Theater Arts Project which will provide valuable work experience to participants and a free theater performance to a large number of County residents.

4. To provide cost-effective management of the Summer Youth Employment and Training Program in San Joaquin County.

5. To expand the competency-based remedial education programs to serve a larger segment of the SYETP population.

6. To assess the remedial needs of eligible SYETP participants and work towards developing effective programs and linkages with other oganizations to address those needs.

CONCURRENCE

Mr. Marcelo A. Lopez, Director of Employment and Training, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 104 CLERK OF THE BOARD
DEPARTMENT: CLERK OF THE BOARD
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JORETTA J. HAYDE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 147,337	$ 158,464	$ 170,044	$ 170,044	$ 11,580
• Svcs/Supplies	73,076	110,247	106,616	106,616	(3,631)
• Fixed Assets	0	9,000	0	0	(9,000)
TOTAL APPROP	$ 220,413	$ 277,711	$ 276,660	$ 276,660	$ (1,051)
Earned Revenue By Source					
• Charges for Svcs	$ 1,100	$ 0	$ 0	$ 0	$ 0
• Other Revenue	916	1,105	1,439	1,439	334
TOTAL REVENUE	$ 2,016	$ 1,105	$ 1,439	$ 1,439	$ 334
NET COUNTY COST					
• Support	$ 218,397	$ 276,606	$ 275,221	$ 275,221	$ (1,385)
ALLOCATED POSITIONS	5.0	5.0	5.0	5.0	.0
TEMPORARY (FTE)*	0.5	0.5	0.8	0.8	.3
TOTAL STAFFING	5.5	5.5	5.8	5.8	.3

*Full-time equivalent

MANDATE

Government Code Section 25100 requires the Clerk of the Board to attend each session of the Board of Supervisors, take and maintain minutes and petitions, and preserve applications and other records. This office provides support to boards and commissions, some of which are mandated by State law or County Ordinance (Maddy Act-1976). The Clerk of the Board maintains the files for Conflict of Interest Codes for County departments and Special Districts as mandated by Government Code Section 87200.

PURPOSE

Prepares the Board of Supervisors' agendas and minute summaries; processes and retains all documents acted upon by the Board of Supervisors; clerks all meetings of the Board of Supervisors, Assessment Appeals Board, Industrial Development Authority and Industrial Revolving Fund Board, provides notice by publication of these meetings; transmits Conflict of Interest forms and correspondence to all required entities, monitors and retains files on same; provides support services to all County departments; maintains the roster of Boards and Commissions in San Joaquin County.

WORKLOAD DATA

The workload in the Clerk of the Board Department is categorized into six major sections listed below:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Paper flow data:					
Board of Supervisors' Documents	2,500	3,800	4,050	4,350	4,650
Boards & Commissions Actions	2,300	2,650	2,754	2,800	2,950
Board of Equalization Actions	400	525	N/A	N/A	N/A
Assessment Appeals Actions	N/A	N/A	675	4,050	5,445
Conflict of Interest Actions	N/A	N/A	N/A	397	462
Microfilming Actions	68,000	N/A	14,900	18,100	10,500
Counter & Telephone Service	600	600	450	450	650 (COI)

BUDGET UNIT:	**104 CLERK OF THE BOARD**
DEPARTMENT:	**CLERK OF THE BOARD**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**JORETTA J. HAYDE**

WORKLOAD DATA

Board of Supervisors' Documents include all papers (forms, contracts, letters, petitions, reports, etc.) submitted and processed for the Board Agenda and Minutes.

Boards and Commissions Actions include preparing announcements and updates, setting appointments, and monitoring of rosters and files. A revised Boards and Commissions Roster is provided to staff weekly.

Board of Equalization Actions include filing correspondence with County Counsel, the Assessor's Office, and the applicants; daily monitoring of files; setting of hearing dates; notifying applicants and staff of hearings; preparing and distributing documents.

Assessment Appeals Actions include calculating of Assessment Appeals Board members' compensation, monitoring of communications between members and County Counsel, corresponding with applicants, setting hearing dates, notifying applicants and staff of hearings, preparing and distributing documents.

Conflict of Interest Actions include preparing correspondence to necessary entities, monitoring, retaining files, and creating index (personal computer) to same.

Microfilming Actions include preparation of files, creating index, and communication with vendor.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$11,580 increase ($158,464 to $170,044)

- $7,502 - Normal salary adjustments.
- $4,078 - Increase in extra-help hours.

SERVICES & SUPPLIES
$3,631 decrease ($110,247 to $106,616)

- ($2,550) - Decrease in equipment maintenance charges due to word processing and personal computer charges now included in Data Processing Direct Charges.
- $4,100 - Increase in Data Processing Charges due to centralized budgeting of equipment maintenance and increased use of personal computer.
- $2,000 - Increase in microfilming costs per proposal from vendor.
- ($3,600) - Decrease in publications and legal notices to reflect actual expenditures.
- ($2,500) - Decrease in publications and legal ordinances to reflect actual expenditures.

FIXED ASSETS
$9,000 decrease ($9,000 to zero)

REVENUES
$334 increase ($1,105 to $1,439)

- $359 - Increased sale of Ordinance Code.

NET COUNTY COST
$1,385 decrease ($276,606 to $275,221)

BUDGET UNIT: 105 PUBLIC INFORMATION
DEPARTMENT: PUBLIC INFORMATION
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: RICHARD DOTY

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 69,136	$ 77,205	$ 81,466	$ 81,466	$ 4,261
• Svcs/Supplies	23,976	42,170	29,266	28,463	(13,707)
TOTAL APPROP	$ 93,112	$ 119,375	$ 110,732	$ 109,929	$ (9,446)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Support	$ 93,112	$ 119,375	$ 110,732	$ 109,929	$ (9,446)
ALLOCATED POSITIONS	2	2	2	2	0

MANDATE

No mandate exists for this department. The Public Information Office was established by the Board of Supervisors in 1965, and is completely discretionary.

PURPOSE

Develops and coordinates a public relations program; informs citizens about County government activities through issuance of news releases; coordinates recognition program for individuals and organizations; provides educational material to students; coordinates ceremonies and special events sponsored by the County.

WORKLOAD DATA

The Public Information Office uses news releases to inform the public concerning County programs, activities, and events. The Office prepares resolutions, proclamations, awards, and plaques to honor residents for their achievements. Special activities include the Spring Festival coordination and promotion and the Retirement Luncheon coordination.

	--------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
News Releases	172	168	178	215	225
Awards, Resolutions, etc.	306	332	364	500	500

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$4,261 increase ($77,205 to $81,466)
- $4,261 - Normal salary adjustments.

SERVICES & SUPPLIES
$13,707 decrease ($42,170 to $28,463)
- ($5,139) - Decrease in data processing equipment costs reflects purchase of computer equipment in 1986-87.

BUDGET UNIT: 105 PUBLIC INFORMATION
DEPARTMENT: PUBLIC INFORMATION
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: RICHARD DOTY

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

- ($8,440) - Decrease in Professional and Special Services due to development of multi-media slide presentation in 1986-87.
- $515 - Increase in motor pool appropriation to reflect actual expenditures.
- ($603) - Decrease in Transportation and Travel.

NET COUNTY COST
$9,446 decrease ($119,375 to $109,929)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The FY 1987-88 Public Information Office budget, which shows a decrease in Net County Cost of $9,446, focuses on the continuation of programs designed to inform the public of the operations and objectives of County government.

Installation of a computer system in FY 1986-87, at a cost of approximately $5,000, provides for more efficiency in the Office by allowing easier production of multiple document copies and easier correction of errors in spelling and grammar on news releases, correspondence, commendations, and other material. This totals more than 1,200 items in a year. The computer allows direct input of news releases to the Stockton newspaper, thus improving accuracy of copy and likelihood of the news releases appearing in the paper.

Using folders instead of frames for most certificates, commendations, and awards in the Board recognition program, has produced a substantial savings. More than 200 folders, which cost $2.65 each, have been used instead of frames, which cost approximately $17 each. This savings of nearly $3,000 allows the Office to handle an increased demand for awards and certificates (from 364 in 1985-86 to an estimated 500 in FY 1986-87 and 500 for FY 1987-88) within existing budget limitations.

A multi-media slide presentation developed in FY 1986-87, at a one-time expense of approximately $10,000, will give Board members and senior staff personnel a visual tool to inform the public concerning County government activities and services. This presentation is appropriate for use with civic groups, service clubs, and the County New Employee Orientation program.

The requested budget maintains essential public relations functions with appropriate funding for programs developed in recent years to broaden citizen understanding of County government.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To expand the number of news releases so the public can learn more about what County government does for them.	1. Expanded number of news releases from 178 to approximately 215 to better inform the public of County government activities.
2. To produce a monthly newspaper column that features various County department activities.	2. Not realized because other issues became higher priority.
3. To update and improve the County display at the State Capitol.	3. Worked with San Joaquin County Arts Council to update this exhibit.
4. To investigate and direct the development of a sophisticated multi-media presentation on County government.	4. Coordinated the development of a multi-media slide presentation on County government.

BUDGET UNIT: 105 PUBLIC INFORMATION
DEPARTMENT: PUBLIC INFORMATION
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: RICHARD DOTY

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
5. To implement use of computers in the Office to improve efficiency and transmit news releases to the local newspaper.	5. Installed computer system to begin electronic transmission of news releases to selected media outlets and improve office efficiency.

1987-88 OBJECTIVES

1. To continue to expand production of news releases to provide the public with more information concerning County government.
2. To investigate expanded use of electronic transmission of news releases to selected media.
3. To produce monthly newspaper features on activities of selected County departments.
4. To continue with weekly radio reports to establish this program as a regular and dependable source of information on County government.

CONCURRENCE

Mr. Richard Doty, Public Information Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 107 INTEGRATED PROPERTY SYSTEM
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
•Svcs/Supplies	$ 0	$ 31,300	$ 84,847	$ 84,847	$ 53,547
TOTAL APPROP	$ 0	$ 31,300	$ 84,847	$ 84,847	$ 53,547
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
•Discretionary	$ 0	$ 31,300	$ 84,847	$ 84,847	$ 53,547
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget.

PURPOSE

Provides funds for the design, development, and implementation of a comprehensive shared data gathering and analysis capacity among all components of the County's property and tax accounting system.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$53,547 increase ($31,300 to $84,847)

- $20,224 - Full-year funding of one analyst assigned for only seven months in 1986-87.
- $3,323 - PC software to be used in documenting external design.
- $30,000 - Reimbursement of expenses incurred by San Mateo County for design review as provided by contract.

NET COUNTY COST
$53,547 increase ($31,300 to $84,847)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Integrated Property System was addressed in the Information Processing Long Range Plan as a project scheduled for development from 1989 through 1991. It was identified as one of the systems requiring conversion to an integrated design to decrease duplicity of data maintained in the County data bases and provide access to data requirements that cross department boundaries.

The development of this project was initiated earlier than scheduled to benefit from San Mateo County's current involvement in this area. In March 1987, the San Joaquin County Board of Supervisors approved a Memorandum of Understanding with San Mateo County to enter into a joint design effort.

BUDGET UNIT: **107 INTEGRATED PROPERTY SYSTEM**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

In summary, the Memorandum of Understanding stipulates:

> As the external design for each process is completed by San Mateo County, a review will be presented to San Joaquin County personnel. Ideas and suggestions will be provided by San Joaquin County staff for inclusion in the design. San Mateo County will then provide San Joaquin County with a documented copy of the external design.
>
> In exchange for this documented external design, San Joaquin County will reimburse San Mateo County for costs incurred in the review processes.

San Mateo County's cost of creating the external design is $684,000, and San Joaquin County's costs for the joint venture will be a maximum of $40,000, of which $10,000 was encumbered or expended in 1986-87.

The San Mateo County Tax Accounting and Property Information System is designed to assist the Assessor, Auditor-Controller, and Tax Collector in the creation and maintenance of the property assessment roll and the levying, collecting, accounting for, and distributing secured, unsecured, and supplemental property taxes for the County. Although the San Mateo system includes only the departments mentioned above, it is San Joaquin County's intent to expand the system, incorporating all departments involved with property information.

It is anticipated that the external design will be completed in June 1988. Changes to the external design to incorporate additional processes for San Joaquin County are scheduled for completion in December 1988. The joint design approach will allow implementation of the Integrated Property System in January 1991--approximately one year in advance of the date scheduled in the Information Processing Long Range Plan.

Following is a summary of the major processes which will be included in the San Mateo design:

- Auditor-Controller Information Sub-System
  This sub-system will aid the Auditor-Controller in the performance of the following major activities relative to the County's taxation process:

  - Tax Rate Function
    Establish the annual tax rates for each of the different tax rate areas within the County.

  - Assessed Value Function
    Determine the total value of all secured/unsecured and utility properties existing for each taxing agency.

  - Redevelopment Agency Function
    Determine the tax incremental financing yearly for a redevelopment agency established for the purpose of the development of a blighted area.

  - Tax Accounting Function
    Perform the tax receivable accounting duties for the secured, unsecured, and the supplemental roll. These consist of input to the original secured roll and maintenance and control of modifications to all tax rolls.

  - Distribute Taxes Function
    Distribute tax monies collected to the appropriate taxing entities by apportioning the collected taxes as well as State reimbursements and any refunds.

  - Public Service Function
    Provide data in an on-line environment assisting the Auditor-Controller to respond to taxpayers' inquiries.

BUDGET UNIT: 107 INTEGRATED PROPERTY SYSTEM
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Tax Collector Information Sub-System
  This function will support the Tax Collector in the collection and accounting of property taxes. Individual functions are as follows:

  - Billing Function
    Prepare the data necessary to process secured/unsecured tax bills. Included are the delinquent tax and payment plan processes.

  - Payments Function
    Process taxpayer or agent payments and update the payment portion of the property data base.

  - Accounting Functions
    Provide the accounting reports covering secured, unsecured redemption, unsecured prior delinquency, and supplemental taxes.

  - Special Functions
    Provide the following processes:
    Lien Processing
    On-Line Inquiries
    Bankruptcies
    Defaults
    Redemption Payment Plans
    Senior Citizen and Disabled Tax Postponement
    Ad hoc Data Base Reports
    System Report Requirements

- Assessor Information Sub-System
  This sub-system is an on-line, interactive system designed to assist the Assessor in the preparation of the secured, unsecured, and supplemental assessment rolls.

  - Parcel Management Function
    Provide for entry, maintenance, and control of parcel and area characteristics.

  - Transfers Function
    Provide for entry, maintenance, and control of transfer of title information regarding all real and personal property already on the rolls.

  - Valuation Function
    Provide for the preliminary value determination of the roll being prepared. The processes included in this function are: value determination, property characteristics maintenance, correspondence control, value notification, and value change processing.

  - Administration Function
    Provide for processes which are used throughout the sub-system for management information reporting and system table maintenance. The processes included in this function are: management information, policy/procedure and system administration, cost factor management, and project planning.

  - Exemptions Function
    Provide a means for the entry, maintenance, and control of all exemption claims processing and the generating of exemption enrollment values. Homeowners' exemptions, duplicate homeowner's claims, exemption changes, and other exemptions are processes within this function.

  - Roll Management Function
    Provide for the creation and maintenance of the secured, unsecured, and supplemental assessment rolls. This function includes the enrollment of values and exemption values, roll changes, roll controls and audits, and creation of the assessment rolls.

BUDGET UNIT: 107 **INTEGRATED PROPERTY SYSTEM**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Appeals Function
  Provide for the tracking of appeals data by supporting the entry of appeal applications, generation of notifications, and schedule of hearings and the creation of appeal history data and the decisions/stipulations data rendered for both values and exemption appeals.

- Public Service Function
  Provide processes which serve public requests for information. Inquiry will be allowed for parcel, ownership, valuation, exemption, and roll data. This function will also support the request for assessment roll and sales information data from special districts, cities, title companies, and land service organizations.

- Assessment Discovery and Control Function
  Provide for the entry and maintenance of assessable property that may not have been recorded through the transfer function. The processes included under this function are assessment discovery, building permit tracking, and assessment control.

1987-88 OBJECTIVES

1. Complete an external design of an Integrated Property System.

CONCURRENCE

Mr. Bill Nails, Director of Data Processing, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 108 AUDITOR-CONTROLLER
DEPARTMENT: AUDITOR-CONTROLLER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAUL G. HEURLIN

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 951,146	$ 1,024,748	$ 1,076,847	$ 1,076,847	$ 52,099
• Svcs/Supplies	367,429	442,848	344,160	344,160	(98,688)
• Fixed Assets	3,312	385	1,130	1,130	745
Total Expend	$1,321,887	$ 1,467,981	$ 1,422,137	$ 1,422,137	$ (45,844)
• Intrafund Trans	(121,573)	(35,233)	(120,116)	(120,116)	(84,883)
TOTAL APPROP	$1,200,314	$ 1,432,748	$ 1,302,021	$ 1,302,021	$(130,727)
Earned Revenue By Source					
• Charges for Svcs	$ 75,852	$ 113,689	$ 129,073	$ 129,073	$ 15,384
• Other Revenue	688,152	26,900	31,600	31,600	4,700
TOTAL REVENUE	$ 764,004	$ 140,589	$ 160,673	$ 160,673	$ 20,084
NET COUNTY COST					
• Support	$ 436,310	$ 1,292,159	$ 1,141,348	$ 1,141,348	$(150,811)
ALLOCATED POSITIONS	28.0	29.0	28.0	28.0	(1.0)
TEMPORARY (FTE)*	0.3	0.5	0.5	0.5	0.0
TOTAL STAFFING	28.3	29.5	28.5	28.5	(1.0)

*Full-time equivalent.

MANDATE

Government Code Section 24000 establishes the elective position of Auditor-Controller. The duties and authority of this officer are set forth in Government Code Section 26880 and 26900. The level of service provided by the Auditor-Controller is at the discretion of the Board of Supervisors.

PURPOSE

Responsible for the proper maintenance of the County's accounting records; prepares financial reports; audits other departments and special districts governed by the Board of Supervisors. Responsible for the correct payment of all County bills and other obligations and for the disbursement of the County payroll. Safeguards public funds and ascertains that all disbursements conform to legal requirements. Determines property tax rates for bond and debt requirements, maintains and controls adjustments to the tax rolls, and controls the apportionment and distribution of property tax revenue. Prepares the Treasurer's deposit permits and prepares monthly revenue reports. Maintains department payroll control. Periodically examines the books, accounts, records, and internal accounting control procedures of County departments and submits written reports of these examinations to the Board of Supervisors.

WORKLOAD DATA

Departmental activities include processing and issuing warrants, preparing Treasurer's deposit permits (pay-ins), processing all County claims and purchase orders. It also includes various property tax processing functions such as changes to the tax roll, Auditor's tax refunds, and many other functions. These activities may be categorized into four major areas listed below:

BUDGET UNIT:	**108 AUDITOR-CONTROLLER**
DEPARTMENT:	**AUDITOR-CONTROLLER**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**PAUL G. HEURLIN**

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
RECEIPTS					
Treasurer's Deposit Permits	9,183	10,281	10,330	10,000	10,200
DISBURSEMENTS					
Warrants	824,315	920,069	938,729	960,500	980,000
Purchase Orders & Claims	100,621	111,832	118,720	120,800	125,000
JOURNAL ENTRIES	494	443	402	325	325
PROPERTY TAXES					
Changes to Tax Roll	4,352	5,400	7,521	8,000	8,200
Auditor's Tax Refunds	591	417	497	900	1,000
Hand Prepared SB 813 Tax Bills	0	50	550	600	550
Property Tax Clearances	N/A	200	368	300	325
Tax Redemptions	N/A	4,109	3,702	4,500	4,600

Treasurer's Deposit Permits (Pay-Ins) require typing permits and coding each receipt for entity, fund, account code, and amount.

Warrants involve controlling, reconciling, and filing all retirement warrants, payroll warrants, public assistance warrants, school warrants issued to pay vendors, and various other claims.

Purchase Orders & Claims require auditing and processing of all purchase orders and claims submitted to the County for payment. Each document must be verified for validity, compliance with legal requirements, appropriation, and mathematical accuracy.

Journal Entries are accounting inputs to the Auditor's Financial System not routinely entered through the claims and disbursements process, payroll process, or other sub-systems.

Changes to Tax Roll include changes to a parcel such as name, address, or valuation. Some changes require the recomputation of taxes based on new values and issuance of a corrected tax bill and/or a tax refund.

Auditor's Tax Refunds are the result of a reduction of total tax when the property tax has already been paid.

Hand Prepared SB 813 Tax Bills are changes to the supplemental property tax roll (SB 813) which are not automated for corrected tax bills.

Property Tax Clearances on an estate prior to final disposition are required by law. The Auditor computes the amount of tax liability and submits this information to the Tax Collector.

Tax Redemptions require the manual process of compiling by tax rate area, the delinquent property taxes, and direct assessments to apportion taxes to taxing agencies.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$52,099 increase ($1,024,748 to $1,076,847)

- $37,677 - Normal salary adjustments.

BUDGET UNIT: 108 AUDITOR-CONTROLLER
DEPARTMENT: AUDITOR-CONTROLLER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAUL G. HEURLIN

SUMMARY OF MAJOR BUDGET CHANGES

- $28,789 - One full-time Accountant/Auditor position authorized by the Board of Supervisors effective January 5, 1987.
- $13,141 - Substitution of Assistant Auditor-Controller for Accountant-Auditor Division Chief approved by the Board, April 18, 1987.
- ($27,508) - Deletion of Accounting Technician I position.

SERVICES & SUPPLIES

$98,688 decrease ($442,848 to $344,160)
- $1,250 - Increase in Office Expense - General.
- $2,400 - Increase in Postage.
- $750 - Increase in Rents & Leases - Equipment.
- ($1,800) - Decrease in Professional & Specialized Services.
- ($102,224) - Decrease in Data Processing Direct Charges.

FIXED ASSETS

$745 increase ($385 to $1,130)
- $850 - Electric Typewriter.
- $280 - Storage Cabinet.

INTRAFUND TRANSFERS

$84,883 increase ($35,233 to $120,116)
- $78,283 - Increased credit under cost allocation plan.
- $6,600 - Added charges for services to other departments.

REVENUES

$20,084 increase ($140,589 to $160,673)
- $15,384 - Increased charges for services, primarily to Enterprise Funds.
- $6,200 - Outlawed warrants revenue increased.

NET COUNTY COST

$150,811 decrease ($1,292,159 to $1,141,348)

PROGRAM DISCUSSION OF 1987-88 BUDGET

As a result of the supplemental property tax processing mandated by SB 813 and AB 2345, the County is required to prepare and collect supplemental property taxes on a pro rata basis whenever property is sold or improved. A property tax collection and distribution system has been developed to accommodate the legislative mandate. Computation of property taxes involving change of ownership is complex and requires considerable time and effort. Property tax apportionment for supplemental property tax collections is different from regular property tax apportionments.

A UTS-20 terminal has been installed in the Auditor's Department. This unit allows the Department to call up any record in the Assessor's file and see the latest status. It eliminates written or phone requests and the necessity to write the information on a form or sheet of paper. It also provides the latest data instead of data several days old, which may have changed. The benefits have been available for the full 1986-87 fiscal year.

The Auditor-Controller acquired a personal computer (PC) in 1985. It is currently being used to process the annual Proposition 4 limit program. In addition, it is used to gather data and prepare schedules for the cost allocation plan. Other jobs performed on the PC include special property tax apportionments and the preparation of Countywide financial statements for the County's single audit. Two additional PC's are being installed in 1987. One of the units will be assigned to the Audits Division. The main function will be the preparation of audit schedules and cost analysis function for Internal Service Funds and other County departments. The other unit will be used for general accounting and property tax applications. One of the main functions will be the recording and controlling of all contracts.

Penal Code Section 4750, effective January 1987, entitles the County to reimbursement for reasonable and necessary costs connected with State prisons or

BUDGET UNIT: 108 AUDITOR-CONTROLLER
DEPARTMENT: AUDITOR-CONTROLLER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAUL G. HEURLIN

PROGRAM DISCUSSION OF 1987-88 BUDGET

prisoners under certain circumstances. The County is required to designate an officer or agency to prepare the necessary statement of costs for reimbursement purposes. The Board of Supervisors has designated this duty and responsibility to the County Auditor. In order to maintain all of the required records and fully implement the program, the Board authorized one additional Accountant/Auditor position to the Auditor's staff in 1986-87. The cost of this position is $28,789 in 1987-88.

In April 1987, the Board of Supervisors approved a reorganization of the Auditor-Controller's Office. A new position was added of Assistant Auditor-Controller responsible for the accounting functions including general accounting, accounts payable, payroll, school services, and special districts. The new position was offset with the abolition of an Accountant-Auditor Division Chief position and the deletion in 1987-88 of an Accounting Technician I position at a net reduction of one position and savings of $14,367.

The Department's 1987-88 budget request compares very favorably with the amount approved for 1986-87. Salaries and Employee Benefits shows an increase of only $52,099. Of this amount, $37,677 is for normal salary increases. Data Processing charges are decreased by $102,224. All of the other combined line items within the object of Services and Supplies show an increase of $3,536. Revenue increases and Intra-Fund Transfers decrease the net cost of the budget by $104,967. The total Net County Cost is decreased by $150,811 which is nearly 12% of the 1986-87 net budget.

The Auditor-Controller is a service department established for the purpose of providing services to other departments, special districts, and the general public. In spite of budget restrictions and an increase in workload, the Department has accomplished its primary goal of providing a high level of service.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete and implement an office procedures manual.	1. Failed in effort with student hired; will pursue other alternatives.
2. To continue pursuing the development of an on-line integrated property taxes system. This is considered a major, long-term project.	2. Worked with the County of San Mateo and one person from Data Processing assigned full-time for preliminary work.
3. To continue enhancement of the Auditor's Financial System by automating the County property taxes distribution system.	3. Automated nearly all the County's property taxes distribution system. Will soon be completed.
4. To continue existing cross-training program within the Department. This includes cross-training of employees between the AFS and payroll systems.	4. Continued to cross-train employees within available personnel resources.
5. To develop an in-house cost allocation plan process for the newly acquired personal computer (PC) and to use the PC for other applications depending on time and expertise availability.	5. Utilized to maximum capacity the current personal computer. Applications include processing the annual Proposition 4 limit program and the preparation of various schedules for the cost allocation plan.

BUDGET UNIT: 108 AUDITOR-CONTROLLER
DEPARTMENT: AUDITOR-CONTROLLER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAUL G. HEURLIN

1987-88 OBJECTIVES

1. To continue the development of an on-line integrated property taxes system.
2. To prepare a fiche tax roll for 1987-88 instead of the hard copy roll. This will provide benefits and cost savings until such time as the integrated property taxes system is developed.
3. To complete the automation of the County's property taxes distribution system.
4. To continue the employee cross-training program within the department.
5. To develop personal computer (PC) applications for preparation of audit schedules, cost analysis for ISF's and other County departments, recording and controlling contracts, and various tax accounting applications.

CONCURRENCE

Mr. Paul G. Heurlin, Auditor-Controller, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **10803 SINGLE AUDIT**
DEPARTMENT: **AUDITOR-CONTROLLER**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **PAUL G. HEURLIN**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 36,315	$ 42,350	$ 50,000	$ 50,000	$ 7,650
Total Expend	$ 36,315	$ 42,350	$ 50,000	$ 50,000	$ 7,650
• Intrafund Trans	(11,522)	(11,400)	(16,200)	(16,200)	(4,800)
TOTAL APPROP	$ 24,793	$ 30,950	$ 33,800	$ 33,800	$ 2,850
Earned Revenue By Source					
• Charges for Svcs	$ 16,131	$ 14,772	$ 16,830	$ 16,830	$ 2,058
TOTAL REVENUE	$ 16,131	$ 14,772	$ 16,830	$ 16,830	$ 2,058
NET COUNTY COST					
• Mandated	$ 8,662	$ 16,178	$ 16,970	$ 16,970	$ 792
TOTAL STAFFING	0	0	0	0	0

MANDATE

County government is required to provide for the audit of its records by an outside independent accounting firm in order to ensure the receipt of various State and Federal grant funds.

PURPOSE

Provides funding for an independent audit firm to examine and attest to the financial statements and records of San Joaquin County.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$7,650 increase ($42,350 to $50,000)
- $7,650 - Estimated increase in cost of services of contract auditor.

INTRAFUND TRANSFERS
$4,800 increase ($11,400 to $16,200)
- $4,800 - Cost billed to programs and budget units benefiting from audit underestimated in 1986-87.

REVENUES
$2,058 increase ($14,772 to $16,830)
- $2,058 - Proportionate share of increased cost borne by Internal Service and Enterprise Funds.

NET COUNTY COST
$792 increase ($16,178 to $16,970)

BUDGET UNIT:	**10803 SINGLE AUDIT**
DEPARTMENT:	**AUDITOR-CONTROLLER**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**PAUL G. HEURLIN**

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1984-85, the Board of Supervisors awarded a three-year contract to the accounting firm of Grant Thornton (formerly Fox and Company) to perform the single audit. Fiscal Year 1986-87 is the sixth year the single audit concept has been used in San Joaquin County. The single audit is done under Federal Office of Management and Budget (OMB) rules to help eliminate duplication of audit effort. Since the Board of Supervisors has not awarded a contract to an accounting firm for Fiscal Year 1987-88 or beyond, the appropriation requested for 1987-88 is based on an estimate.

CONCURRENCE

Mr. Paul G. Heurlin, Auditor-Controller, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **10804 OPERATING TRANSFERS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Operating Trans	$ 0	$ 0	$1,835,000	$ 1,835,000	$1,835,000
TOTAL APPROP	$ 0	$ 0	$1,835,000	$ 1,835,000	$1,835,000
Earned Revenue By Source					
• Other Revenue	$ 0	$ 0	$1,000,000	$ 1,000,000	$1,000,000
NET COUNTY COST					
• Discretionary	$ 0	$ 0	$ 835,000	$ 835,000	$ 835,000
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this function.

PURPOSE

This new appropriation provides General Fund monies to be transferred to other funds and receives as revenue transfers from other funds to the General Fund.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OPERATING TRANSFERS OUT
$1,835,000 increase (zero to $1,835,000)
- $435,000 - Transfer out to Rabies Treatment Fund.
- $300,000 - Transfer out to Capital Outlay Fund.
- $1,100,000 - Transfer out to Contingency Fund.

REVENUE
$1,000,000 increase (zero to $1,200,000)
- $1,000,000 - Repayment of an end-of-the-year advance of 1984-85 funds from the Capital Outlay Fund.

NET COUNTY COST
$835,000 increase (zero to $835,000)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In previous years funds have been transferred from one fund to another from end-of-the-year fund balances and shown on Budget Schedule 2. The State Controller now requires that such transfers be done by appropriating the funds in the next fiscal year and transferring them to the receiving fund where they are recorded as revenue. Three such required Operating Transfers Out are reflected in this budget unit for 1987-88 as follows:

BUDGET UNIT: 10804 OPERATING TRANSFERS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Operating Transfers to Rabies Treatment Fund. . . . $435,000
Provides the source of funding for the Animal Control Budget Unit No. 263 not covered by license fees.

Operating Transfer to Capital Outlay Fund. $300,000
This replaces the General Fund budget unit for Emergency Medical Services whose function has been absorbed by the Hospital Enterprise Fund. The savings is being contributed to the Capital Outlay Fund for Hospital improvements.

Operating Transfer to Contingency Fund. $1,100,000
The Contingency Fund has no revenue. To return the Contingency appropriation to its 1986-87 original level requires replacing the amount that is used from the Contingency during the year. We have always used the General Fund balance as the source of this replenishment. The exact amount will be known in August and a Final Budget change will adjust this initial estimate.

The General Fund also will be the recipient of a transfer from the Capital Outlay Fund as follows:

Operating Transfers from Capital Outlay Fund. . . $1,000,000
At the end of the 1984-85 fiscal year, the General Fund balance of $1,000,000 was advanced to the Capital Outlay Fund to help finance public improvements. This revenue item reflects a repayment of this $1,000,000 advance.

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,659,102	$ 1,858,728	$ 1,959,811	$ 1,959,811	$ 101,083
• Svcs/Supplies	1,296,982	2,110,558	2,379,374	2,379,374	268,816
• Fixed Assets	396,224	711,092	382,110	270,981	(440,111)
Total Expend	$ 3,352,308	$ 4,680,378	$ 4,721,295	$ 4,610,166	$ (70,212)
• Intrafund Trans	(3,389,016)	(4,863,020)	(4,723,542)	(4,622,313)	240,707
TOTAL APPROP	$ (36,708)	$ (182,642)	$ (2,247)	$ (12,147)	$ 170,495
Earned Revenue By Source					
• Charges for Svc	$ 90,427	$ 100,260	$ 135,057	$ 135,057	$ 34,797
TOTAL REVENUE	$ 90,427	$ 100,260	$ 135,057	$ 135,057	$ 34,797
NET COUNTY COST					
• Support	$ (127,135)	$ (282,902)	$ (137,304)	$ (147,204)	$ 135,698
ALLOCATED POSITION	47	49	49	49	0

MANDATE

There is no mandate for this function.

PURPOSE

Responsible for providing computer resources to all County departments including centralized data processing, data communications, office automation, training, and other related services as appropriate.

WORKLOAD DATA

Activities include providing computer processing in a batch environment, providing data communications services, and systems and programming services.

	----------Actual----------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Comp Production Hours	13,860	15,390	19,553	22,439	22,536
Teleprocessing Trans	2,348,863	2,528,536	3,722,038	5,130,374	4,817,658
Requests for S&P Svcs	293	330	322	293	345

Computer Production Hours represents hours of batch processing (processing not in a real-time environment).

Teleprocessing Transactions includes all transactions from terminals or personal computers into or out of the central computers. Prior to 1987-88, a count of MAPPER transactions was estimated. Beginning in 1987-88, MAPPER transaction estimates are excluded.

Requests for S&P Services are requests for changing existing computer programs. Changes can be minor, requiring only a few hours, or major, requiring several months.

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$101,083 increase ($1,858,728 to $1,959,811)

- $25,783 - Added an Office Systems Analyst for Criminal Justice Information System (CJIS).
- ($18,818) - Deleted a Data Entry Operator.
- $94,118 - Normal salary adjustments.

SERVICES & SUPPLIES

$268,816 increase ($2,110,558 to $2,379,374)

- $124,903 - Centralized CPT equipment maintenance in DP budget ($95,772) and additional request for maintenance of new equipment ($34,237).
- $96,381 - Payments on CJIS equipment required for full year (four months 1986-87).
- $10,058 - Additional training required to maintain skill levels.
- $30,000 - Added for joint design expenses with San Mateo County - Property System.
- $7,373 - Additional requirements for wire and electronic connections related to CJIS.

FIXED ASSETS

$440,111 decrease ($711,092 to $270,981)

- ($463,628) - Decreased equipment purchases for other departments.
- $23,517 - Increased equipment purchases for Data Processing.

Following are the items included for other departments and Data Processing:

Other Departments	Quantity	Total Cost
Personal Computer/LAN Server	24	$ 83,880
Printers for PC's	24	26,952
Tape Subsystem for PC	2	5,788
Software for PC	149	44,402
Terminal, Comm.	16	18,944
Printer, Comm.	5	8,110
Data Comm. Hardware	7	7,616
Software, Specialized	5	10,100
Modems	6	8,274
Word Processors	3	20,790
Power Backup	1	1,057
Surge Suppressor	5	790
		$236,703

Data Processing	Quantity	Total Cost
Local Area Network (Server w/3 PC's)	1	$ 17,314
Sperry Data Comm. Equipment	3	5,631
Software, PC	30	5,100
Rack, 36"	1	888
Controller Stack	3	945
Terminal Workstations	5	1,365
IBM Cartridge Tape Rack	1	710
Computer Room Furniture	8	2,000
Tape Rack, Open Reel	1	325
		$ 34,278
TOTAL FIXED ASSETS		$270,981

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

SUMMARY OF MAJOR BUDGET CHANGES

INTRAFUND TRANSFERS

$240,707 decrease ($4,863,020 to $4,622,313)

- $240,707 - Reduced direct charges for service and equipment.

REVENUES

$34,797 increase ($100,260 to $135,057)

- $27,712 - Increased service and equipment charges to non-County agencies.

NET COUNTY COST

$135,698 increase (-$282,902 to -$147,204)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 budget provides a major commitment to the Criminal Justice Information System (CJIS) currently in its second year of system development. Major costs for this fiscal year are $514,100 for contractual services and $304,751 for rents and leases on equipment and software. This project is being developed jointly with Marin, Kern, and San Joaquin counties. Implementation of various criminal justice systems will occur over a four-year period, with anticipated development completion planned for December 1990.

An Office Systems Analyst is recommended to provide services as an implementation analyst for the criminal justice system. The primary responsibility of this position will be to train the criminal justice customers on newly developed CJIS applications.

The initial steps have been taken in the 1986-87 budget year to launch San Joaquin County into a joint design project with San Mateo County. A Memorandum of Understanding was approved for the County's participation in the design of an Integrated Property System. The personnel resource commitment to this project for this fiscal year will be one Systems and Programming Coordinator. The current plan is to complete the external design within 18 months.

In the 1986-87 budget year, construction of a training room will enable Data Processing to drastically improve the personal computer training program, as well as provide quality training and presentation of newly developed on-line systems. The room, containing a screen projection system, is especially tailored for CRT training. This projection system can be connected to Sperry or IBM hardware and viewed by the entire class.

A total of 31,228 hours are available for systems and programming tasks, plus an additional 3,136 hours of dedicated labor allocated to the Assessor's Office and the Integrated Property System. The distribution of the 31,228 hours is 14,278 (45%) for maintenance of existing systems, 13,077 (42%) for development of the Integrated Criminal Justice System, and 3,873 (13%) for major enhancements and development of other systems.

NEW SYSTEMS FOR 1987-88

Hours for new development and major system enhancements, excluding the Integrated Criminal Justice System (Budget Unit No. 211) and Integrated Property System (Budget Unit No. 107) are distributed to the projects as shown below. In addition, 360 hours of dedicated labor for the Assessor's project are included.

System	Work Hours	1987-88 Development Cost
1. Building Permit & Situs Address Subsystem (Assessor)	360	$11,926

BUDGET UNIT:	109 DATA PROCESSING DIVISION
DEPARTMENT:	DATA PROCESSING
FUNCTION:	GENERAL GOVERNMENT
RESPONSIBLE MANAGER:	BILL NAILS

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Assessor's Office currently handles approximately 15,000 building permits and/or situs (property) address information that is captured in the City and County Planning Departments. The development of these programs will allow computerized entry and editing of this data in the Assessor's Work Tracking System (System 80) eliminating the duplication of effort.

System	Work Hours	1987-88 Development Cost

2. Collection System (County Collector)..................720........$30,119

This project includes the expansion of the name inquiry functions and the creation of a consolidated billing record for on-line base-account inquiries. Expansion of the name lookup functions will provide greater accuracy in identifying debtors where names and addresses are the same or similar. Additional search criteria consisting of Social Security Number, birthdate, and medical record number will be implemented. Consolidation of billing information into a single record type will allow viewing accounts at a base account level. Present file structure allows inquiry at the subaccount level, where monthly billing is a reflection of all subaccounts into a base account statement.

3. Accounts Receivable & Collection System...............400........$24,153
(Human Services)

Human Services currently handles approximately 4,000 active cases with a continuing caseload growth. It has become very time consuming to maintain a totally accurate manual process. This request will facilitate the collection process and provide management with better control. The plan for this project is to duplicate the existing County Collector's Collection System and modify the program for use by Human Services.

This request is contingent upon State approval for reimbursement.

4. On-Line Daily Welfare Entry Edit System Study........400.........$14,800
(Human Services)

This request consists of a comprehensive study and recommendation for an on-line Welfare Case Data System replacing some of the computer batch processes currently in use. The recommended system should eliminate the need for turnaround documents, reduce the tedious error-correction process, and eliminate redundant data entry processes.

This request is contingent upon State approval for reimbursement.

5. Child Protective Services System....................1,853.......$121,269
(Human Services Agency)
Year 1 (1987-88)....................1,353.......$ 72,354
Year 2 (1988-89)......................500.......$ 48,915

This two-year project will provide the Child Protective Service (CPS) Social Workers an automated system of child abuse history data base. Lookup of case data by mother's name, also-known-as name, child's name, and street address will be provided. Clinical data regarding individuals and families will be managed. The system in response to an emergency report of child abuse should provide reliable and accurate access to any past reports of child abuse involving the purported victims or alleged abusers. Periodic generation of management caseload and statistical reports would be a secondary feature of this system.

This request is contingent upon State approval for reimbursement.

BUDGET UNIT:	**109 DATA PROCESSING DIVISION**
DEPARTMENT:	**DATA PROCESSING**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

System	Work Hours	1987-88 Development Cost
6. Child Support Enforcement System (District Attorney, Family Support)	1,000	$37,000

The Family Support Division is planning to acquire the Child Support Enforcement System from UNISYS (formerly Sperry) during the 1986-87 fiscal year. The hours and cost shown above are only for labor necessary to support the conversion of data from the existing system to the new system.

MAINTAINING EXISTING SYSTEMS

The 45% (14,278 hours) of the available system and programming labor that will be devoted to maintaining current systems will be expended on the systems listed below. Only high priority requests will be accepted for existing Criminal Justice Systems because of the CJIS development. A total of 345 Requests for Data Processing Services is estimated for this budget year. The increase/decrease column shows the number of new programs added (+) during the year and the programs deleted (-) due to system refinements or elimination of certain processes. The overall program count has increased from 2,973 to 3,447.

Department	Number of Programs	Increase/ Decrease
Board of Supervisors		
Constituent Case Tracking System (MAPPER)	19	+ 19
County Administrator		
Real Property Indexing	3	
Annual Budget Preparation System	61	+ 10
Clerk of the Board		
Boards and Commissions Roster (MAPPER)	2	+ 1
Generalized Indexing System	16	- 2
Auditor & Treasurer		
Tax Collection & Accounting	204	- 22
Auditor		
Accounts Payable	32	- 1
Budget	21	
Financial System (AFS)	74	- 5
Personnel Resources Accounting/Info. System	171	- 7
Data Processing		
DP Management System (Internal Systems)	159	
Treasurer		
Secured/Unsecured Collection	157	- 10
Retirement Securities System	28	+ 8
Retirement Accounting & Retirement Payroll	72	+ 6
Bonds Redemption System	13	
Warrant Reconciliation System	22	+ 4
Business License System	7	
Entity-Fund Accounting System	33	+ 1
Assessor		
Property Appraisal Reporting	21	
Assessor Information System (System 1100)	193	+ 13
Assessor Information System (System 80)	247	+ 41
Purchasing		
Motor Vehicle Inventory System	5	

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

PROGRAM DISCUSSION OF 1987-88 BUDGET

Department	Number of Programs	Increase/ Decrease
County Collector		
County Collection System	133	+ 9
County Counsel		
Caseload Management System (MAPPER)	52	+ 46
Personnel		
Medical Eligibility	28	
Position Allocation and Control	81	+ 5
Federal Employment Reporting	11	
Safety and Training	8	+ 8
Workers' Compensation	35	+ 35
Government Buildings		
Preventive Maintenance System	14	
Central Services		
Fixed Assets Inventory System	41	+ 3
County Clerk		
Accounts Receivable/Payable System	45	+ 38
Generalized Indexing System	16*	
Warrant Processing System	40*	
Court Information System (Reg. of Action)	23*	
Criminal Court Calendaring System	29*	
Civil Calendaring System	27*	
District Attorney		
Caseload Management System (MAPPER)	44*	+ 38
Family Support		
Family Support System	33	+ 3
General Services		
County Phone System	7	
Voter Registration		
Election Workers Payroll	3	
Public Defender		
Caseload Management System (MAPPER)	40*	+ 34
Superior Court		
Jury Management Selection Process	26	- 1
Stockton Municipal Court		
Accounts Receivable System	21	+ 1
Moving Traffic System	43*	
Parking System	42*	+ 42
Lodi Municipal Court		
Moving Traffic System	43*	
Tracy Municipal Court		
Moving Traffic System	43*	
Sheriff		
Case Management System	100*	+ 26
Probation		
Accounts Receivable System	112	+112
Case Data System	52*	- 6

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

PROGRAM DISCUSSION OF 1987-88 BUDGET

Department	Number of Programs	Increase/ Decrease
Planning		
Land Use Reporting	79	+ 3
Recorders		
Record Indexing System	16	
Animal Control		
Dog License System	0	- 5
Mental Health		
Mental Health MIS	130	+ 2
Mental Health Patient Accounting	12	
Property Inventory System	5	
Human Services Agency		
Welfare Case Data System	293	+ 25
San Joaquin General Hospital		
Hospital Patient Accounting	6	
Hospital Collector Referral Process	8	
Hospital Medical Record Support System (Includes ICD9 & Cash Journal Entries)	16	
Hospital Cost Accounting	14	
Property Inventory System	5	
County Schools		
AFDC School Data - ESEA & SDSW	12	
Budget	20	- 1
Parks & Recreation		
Job Cost System	6	
Mosquito Abatement		
Equipment Inventory	1	
Local Health		
Statistics System	29	+ 1
Manteca Municipal Court		
Moving Traffic System	43*	
TOTAL NUMBER OF PROGRAMS	3,447	+474

*Criminal Justice Systems

PERSONAL COMPUTERS

Office automation and the use of personal computers continues to grow at a rapid rate. The following chart depicts the growth and County investment in this area of automation:

Personal Computer Count by Department

Department Number	Department Name	Installed Before 1986-87	Installed In 1986-87	Requested 1987-88	Total PC's
11100	Assessor	2	12	0	14
10800	Auditor-Controller	1	0	0	1
24800	Building Inspection	0	2	0	2
10100	Board of Supervisors	0	1	0	1

BUDGET UNIT:	**109 DATA PROCESSING DIVISION**
DEPARTMENT:	**DATA PROCESSING**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

PERSONAL COMPUTERS

Personal Computer County by Department

Department Number	Department Name	Installed Before 1986-87	Installed In 1986-87	Requested 1987-88	Total PC's
10400	Clerk of the Board	1	0	0	1
11600	Collections Division	4	0	0	4
10200	County Administrator	5	0	0	5
10201	County Admin., Grants Mgmt.	1	0	0	1
11800	County Counsel	1	0	0	1
61500	Cooperative (Ag.) Ext.	1	0	1	2
10900	Data Processing	7	0	4	11
54101	Department of Aging	2	1	0	3
20200	District Attorney	0	3	2	5
20300	D.A. - Family Support	2	0	0	2
26000	Emergency Services	1	1	0	2
17000	General Services	1	0	0	1
14200	Government Buildings	1	0	0	1
20000	Grand Jury	0	1	0	1
56001	Hospital Administration	21	3	0	24
50101	Human Services	1	5	7	13
10700	Integrated Property System	0	1	0	1
20700	Lodi Municipal Court	1	0	1	2
20800	Manteca Municipal Court	1	0	0	1
40100	Mental Health Services	0	1	0	1
70300	Parks and Recreation	6	0	0	6
12400	Personnel	2	1	0	3
25800	Planning	10	0	0	10
21200	Pre-Trial Services	1	0	0	1
22700	Probation	1	0	0	1
20400	Public Defender	1	0	0	1
10500	Public Information	0	1	0	1
30101	Public Works, Admin.	7	1	11	19
25900	Recorder	1	0	0	1
21600	Sheriff-Coroner	2	7	0	9
20600	Stockton Municipal Court	1	0	1	2
20500	Superior Court	0	1	0	1
20900	Tracy Municipal Court	1	0	0	1
11000	Treasurer-Tax Collector	1	0	1	2
55600	Veterans Service Office	0	0	0	0
		88	42	28	158

Personal Computer Investment	Before 1986-87	1986-87	1987-88	Total
Personal Computers	$223,957	$148,137	$103,041	$475,135
Printers, PC's	63,380	35,138	26,952	125,470
Tape & Disk Systems, PC's	24,487	21,095	5,788	51,370
Software, PC's	36,105	28,882	40,430	105,417
Software Upgrades	0	0	9,072	9,072
TOTALS	$347,929	$233,252	$185,283	$766,464

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To install the first of two IBM 4381 computers for use in the Criminal Justice area.	1. Installed IBM 4381 in January 1987.
2. To develop formal software transfer/modification processes to be used in the Criminal Justice joint development.	2. Identified procedures for software transfer and all critical programs have been written.
3. To implement approximately 20% of the Criminal Justice automated processes.	3. Transferred software from Kern County representing a development cost of $2,001,272. Of this amount, $765,900 is operational.
4. To develop or make major changes to the following systems:	4. Completed actions as follows:
• Collections System - County Collector	• Implemented.
• Family Support Accounts Management - District Attorney	• Awaiting State approval for the purchase and implementation of the Family Support System from UNISYS.
• Jury Selection System - Superior Court	• The Superior Court Administrator elected not to pursue changes this year.
• Accounts Receivable - Probation	• Implemented.
• Food Stamp Budget Computation - Human Services	• Implemented.
• Caseload Movement Statistics - Human Services	• Priorities changed by requesting department; project resumption is undetermined at this time.
• Statewide Automated Welfare System - Human Services	• Mandate did not materialize from the State to proceed with this project.
5. To negotiate reduced maintenance charges for Sperry personal computers and terminals.	5. Reduced maintenance by $3,000 per month; this savings will be continuous. New equipment will also benefit from the reduced monthly maintenance cost.
	6. Provided training for 239 employees in personal computers and software.
	7. Developed or provided major enhancements to the following systems: • Budget Allocation Management System - Co. Administrator • Integrated Payroll System - HSA • Personnel Systems: Workers' Compensation Casualty Insurance • Boat System - Assessor • Secured Tax Roll Microfiche - Treasurer • Case Tracking System - County Counsel
	8. Developed over 490 new computer programs.

BUDGET UNIT: 109 DATA PROCESSING DIVISION
DEPARTMENT: DATA PROCESSING
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: BILL NAILS

1987-88 OBJECTIVES

1. To improve and expand the personal computer program by:

   - Creating an on-line bulletin board for customers having personal computers with modems.
   - Providing training of supported software in a network environment.
   - Providing training for PC networks with hard disk.
   - Establishing self-study courses for customers who are unable to attend scheduled classes.

2. To develop or make major changes to the following computer systems:

   - Building Permit and Situs Address Subsystem - Assessor
   - Collections System - County Collector
   - Accounts Receivable & Collections System - Human Services Agency
   - Daily Welfare Entry/Edit On-Line System - Human Services Agency

3. To install and utilize Unisys' Mapper Kit Software Tool for automatic application development beginning with the Integrated Property System.

4. To modify and/or complete the development of the following Criminal Justice systems and make them available for implementation:

   - Involved Information
   - Field Interrogation
   - Crime Reporting and Analysis
   - Automated Minor Offense System
   - Court Hearings (Municipal and Superior)
   - Court Calendars

CONCURRENCE

Mr. Bill Nails, Director of Data Processing, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 110 TREASURER-TAX COLLECTOR
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR DESROSIERS

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 743,836	$ 850,737	$ 937,063	$ 917,576	$ 66,839
• Svcs/Supplies	489,622	397,841	502,115	491,067	93,226
• Fixed Assets	18,223	0	8,436	8,436	8,436
Total Expend	$ 1,251,681	$ 1,248,578	$ 1,447,614	$ 1,417,079	$ 168,501
• Intrafund Trans	(85,158)	(137,729)	(151,701)	(151,701)	(13,972)
TOTAL APPROP	$ 1,166,523	$ 1,110,849	$ 1,295,913	$ 1,265,378	$ 154,529
Earned Revenue By Source					
• Taxes	$ 0	$ 0	$ 115,000	$ 115,000	$ 115,000
• Lic/Permits	34,424	32,000	32,000	32,000	0
• Chgs for Svcs	(4,589)	279,455	108,182	108,182	(171,273)
• Other Charges	0	5,000	5,000	5,000	0
TOTAL REVENUE	$ 29,835	$ 316,455	$ 260,182	$ 260,182	$ (56,273)
NET COUNTY COST					
• Mandated	$ 1,136,688	$ 794,394	$ 1,035,731	$ 1,005,196	$ 210,802
ALLOCATED POS	26.0	28.0	28.0	28.0	0
TEMPORARY (FTE)*	4.2	3.8	4.8	3.8	0
TOTAL STAFFING	30.2	31.8	32.8	31.8	0

*Full-time equivalent

MANDATE

All functions performed by the office of the Treasurer-Tax Collector are mandated programs with the exception of the activities related to the Food Stamp Distribution Program, warrant expenses, and the various miscellaneous functions for which revenues for services are received. The mandated functions are authorized by Sections 24000 et seq., and 27000 of the Government Code, and Section 2602 of the Revenue and Taxation Code.

PURPOSE

Receives, invests, and keeps safely all monies and securities belonging to the County and all monies paid in and paid out as required by law. Collects and accounts for all property taxes, both secured and unsecured.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Taxes					
Unsecured Tax Bills	22,063	23,397	24,000	22,318	23,000
Secured Tax Bills	126,384	129,280	132,460	130,843	133,000
SB 813 Bills	0	12,300	28,200	31,674	33,200
Supplemental (Roll 9)	1,716	2,369	1,870	1,800	1,855

BUDGET UNIT: 110 TREASURER-TAX COLLECTOR
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR DESROSIERS

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Corrections (Unsecured)	504	607	652	750	772
Corrections (Secured)	2,480	3,425	3,500	3,700	3,760
Properties Tax Defaulted	NA	NA	5,963	6,000	6,100
Installment Redemption Plans Started	NA	NA	201	215	220
Redemptions (Secured)	NA	NA	3,820	3,843	3,910
Tax Clearances (Estates)	750	541	772	600	600
Tax Clearances (Mobile Home)	101	155	164	170	150
Duplicate Payments	1,410	1,752	2,191	2,900	3,040
Checks Returned	456	475	270	440	460
Business Licenses (Renewal)	1,000	800	825	732	800
Business Licenses (New)	185	150	165	353	350
Bankruptcies	200	250	250	300	375
Restitution Collections	2,465	2,038	1,841	2,080	2,200
Dog Licenses	150	175	220	230	250
Peddler & Solicitor Licenses	90	110	120	120	140
Bulk Transfers	85	120	135	165	200
Transient Occupancy Tax	88	92	88	100	100
Race Horse Tax	58	65	62	75	85
Prior Year Collections (Unsecured)	1,000	985	1,000	1,100	1,500

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$66,839 increase ($850,737 to $917,576)
- $5,633 - Converted position of Assistant Tax Collector to Assistant Treasurer-Tax Collector.
- $26,278 - New position of Field Collector.
- $34,938 - Normal salary adjustments.

SERVICES & SUPPLIES
$93,226 increase ($397,841 to $491,067)
- $12,200 - Increase in Office Expense for start-up supplies for new system and increased tax activity.
- $4,500 - Postage for increasing volume of tax bills.
- $16,269 - Increase in Maintenance costs of new systems equipment.
- $1,000 - Increase in lease costs to replace copy machine.
- $51,803 - Increase in Data Processing Direct Charges.
- $7,253 - One-time cost to purchase PC.
- $7,000 - Increase in Publications & Legal Notices due to expanded collections of delinquent taxes.
- ($3,358) - Decrease in Communications reflects actual usage.

FIXED ASSETS
$8,436 increase (zero to $8,436)
- $3,896 - Microfiche Viewer and a Reader-Printer for use with the Microfiche Roll.
- $4,088 - Additional Equipment for use with the Remittance Processing System.
- $452 - File Cabinet with lock for security purposes.

INTRAFUND TRANSFERS
$13,972 increase ($137,729 to $151,701)
- ($20,000) - Decrease in costs of processing Food Stamps.
- $33,972 - Adjustment in Auditor's Cost Allocation plan.

BUDGET UNIT: 110 TREASURER-TAX COLLECTOR
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR DESROSIERS

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES

$56,273 decrease ($316,455 to $260,182)

- $115,000 - New revenue from Cost Fees on Delinquent Taxes.
- ($200,213) - Reduction in Administrative Cost Charge of Investing Money (see Program Discussion).
- $12,000 - Increase in County Sale Fees.
- $16,500 - New revenue from Sale of Microfiche tax rolls.
- ($1,600) - Decrease in Registration of Bonds activity.
- $2,298 - Adjustment in Auditor's Cost Allocation plan.

NET COUNTY COST

$210,802 increase ($794,394 to $1,005,196)

PROGRAM DISCUSSION OF 1987-88 BUDGET

During the 1986-87 FY the Treasurer-Tax Collector's Office began development of a remittance processing system to process current secured, and unsecured payments, and to process and balance the County Warrants. The equipment was partially operational during the Secured 1st Installment Collections in December 1986 and is expected to be fully operational by December 1987.

Because of the delays in the system being fully operational, the use of temporary employees has been substantial in 1986-87, costing over $155,000. However, the 1987-88 request for Extra-Help funds has been maintained at the 1986-87 approved level of $55,000. When the system becomes operational, the need for extra-help will be substantially reduced. In addition, the Current Secured and Supplemental Tax Rolls are in the process of being converted to microfiche. This will eliminate the need to post and balance the paper rolls, thereby saving a significant number of clerical hours.

The request for Overtime funds was also maintained at the 1986-87 Approved level ($5,000) even though actual expenditures in 1986-87 will be over $11,000. The Treasurer-Tax Collector plans to use staggered shifts in 1987-88, which will make better use of the equipment and will also reduce the need to have employees work more than an eight-hour day.

During 1987-88, the Treasurer-Tax Collector will reorganize the Unsecured area and create a Collection Division. A new position of Field Collector, costing $26,278 the first year, was added late in 1986-87. The Field Collector will be responsible for using all methods available under the law to collect delinquent unsecured property taxes. At the present time, collection efforts are limited to mailed notices. It is estimated that $150,000 in delinquent taxes, penalties, and fees will be collected through the addition of this position. Approximately $65,500 of this amount will go to the General Fund.

An increase of $93,226 is requested for Services and Supplies ($397,841 to $491,067). The largest increase is in data processing charges ($51,803) in anticipation of the automated system being implemented. A combined increase of $16,700 in office expense and postage, and $7,000 in Publications and Legal Notices reflects the increase in activity surrounding taxes. A personal computer (PC) is recommended at a cost of $7,253 to be used primarily in maintaining treasury investment and food stamp activity records. Transferring these records to a PC will result in labor savings of approximately 31 hours each month, which will contribute towards containing extra-help costs.

A microfiche viewer and a reader-printer are requested at a cost of $3,896 for use with the microfiche roll. The equipment will be made available to the public for use in researching the tax roll. Additional equipment to use with the Remittance Processing Equipment is requested at a cost of $4,088. A locking file cabinet, costing $452, is requested for storage of confidential papers in the Treasurer-Tax Collector's Office. Fixed Assets requested total $8,436.

Intrafund Transfers show a net increase of $13,972 ($137,729 to $151,701) resulting from an increase of $33,972 in the Auditor's Cost Allocation plan ($7,729 to $41,701) and a decrease of $20,000 in the costs of processing food

BUDGET UNIT: 110 TREASURER-TAX COLLECTOR
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR DESROSIERS

PROGRAM DISCUSSION OF 1987-88 BUDGET

stamps ($130,000 to $110,000). The latter adjustment is made to align the estimate more closely with the actual costs incurred in the past two years.

The $266,000 revenue anticipated in 1986-87 from charging a fee for investment services did not materialize due to the lack of resources to implement the program. During 1987-88, the Treasurer-Tax Collector will attempt to develop a system through the use of the PC which will identify appropriate charges. The revenue estimate from this source is $65,787 for 1987-88, the full cost of the position of Investment Officer, added in 1986-87 but as yet unfilled.

Legislation which became effective in January 1987 provides that "cost charge amounts collected by the Tax Collector shall be distributed to a County fund for use by the Tax Collector in covering the cost of preparing and maintaining the delinquent list." In compliance with this, a $10 fee will be charged for all parcels delinquent on April 10th. Assuming a delinquency rate comparable to the previous year, an estimated $115,000 will be generated in 1987-88 from this source.

An additional source of new revenue will be from the sale of microfiche rolls to title companies and other private agencies. This is expected to be approximately $16,500. An increase of $12,000 is anticipated in fees charged for holding a delinquent tax sale.

Training of supervisors and staff development will continue to be a major thrust of the department. Made-to-order training programs dealing with issues specific to the Treasurer-Tax Collector's Department will be developed to supplement the Countywide training program. The critical tasks of each position will be developed to aid in orientation and evaluation of all staff. Formalized written procedures will be implemented for use in training new employees as well as a reference resource for current employees.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To automate tax receipts and computerize special assessment bonds and reclamation.	1. Computerized the special assessment bonds.

1987-88 OBJECTIVES

1. To complete the installation and testing of the Remittance Processing System to make it fully effective.

2. To install, program, and utilize a PC for tracking and accounting for investments; and to produce monthly and quarterly reports on the average daily balance.

3. To explore other areas to expand the use of PC's to more effectively utilize the resources of the Department.

4. To start to work on the development of an integrated property management system in cooperation with the Assessor, Auditor, and Data Processing.

5. To implement and refine the use of microfiche in various applications in the department.

6. To balance and begin to fully utilize the STRS System for maintaining records, and accounting for prior years' delinquent taxes.

CONCURRENCE

Mr. Edgar Desrosiers, Treasurer-Tax Collector, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 111 ASSESSOR
DEPARTMENT: ASSESSOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: ROBERT SHELLENBERGER

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 2,586,631	$ 2,827,839	$ 2,950,154	$ 2,947,829	$119,990
• Svcs/Supplies	508,687	544,039	528,888	528,888	(15,151)
• Fixed Assets	2,008	8,970	4,606	4,606	(4,364)
TOTAL APPROP	$ 3,097,326	$ 3,380,848	$ 3,483,648	$ 3,481,323	$100,475
Earned Revenue By Source					
• Charges for Svcs	$ 7,370	$ 8,000	$ 8,000	$ 8,000	$ 0
TOTAL REVENUE	$ 7,370	$ 8,000	$ 8,000	$ 8,000	$ 0
NET COUNTY COST					
• Mandated	$ 3,089,956	$ 3,372,848	$ 3,475,648	$ 3,473,323	$100,475
ALLOCATED POSITIONS	85.0	85.0	84.0	84.0	(1.0)
TEMPORARY (FTE)*	1.7	1.7	1.5	1.4	(0.3)
TOTAL STAFFING	86.7	86.7	85.5	85.4	(1.3)

*Full-time equivalent

MANDATE

All activities of the Assessor's Office are mandated by State law, the State Constitution, and various court decisions. The most important references include Section 24000 of the Government Code, various sections of the Revenue and Taxation Code, and Articles XIII and XIIIA of the State Constitution.

PURPOSE

Discovers, values, and enrolls all taxable property in San Joaquin County. Investigates and values all new construction; determines status and reappraises all properties with a change of ownership; monitors the planting/pulling of all trees and vines, and administers the constitutional exemption on young trees and vines; revalues annually Williamson Act property and reduces to Proposition 13 values where appropriate; establishes a system for mapping, identifying, and appraising mobile homes; administers various tax exemption programs; maintains Countywide ownership data and property maps.

WORKLOAD DATA

	--------Actual---------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
New Roll Units-Secured	(4,105)*	2,427	2,868	2,600	3,000
New Roll Units-Unsecured	(2,748)*	690	739	500	500
Property Transfers	13,545	12,075	15,600	16,500	18,000
Property Splits	1,328	1,301	1,276	1,300	1,300
New Subdivision Lots	1,211	2,393	2,839	3,000	2,250
Total Permits Received	15,227	15,860	15,200	15,800	16,000
Building Permits Requiring new appraisals	7,156	7,[illegible]80	7,100	7,500	8,000

*Reductions in unit on roll.

BUDGET UNIT: 111 ASSESSOR
DEPARTMENT: ASSESSOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: ROBERT SHELLENBERGER

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Discovered New Construction	1,500(e)	1,250(e)	1,250	1,250	1,250
Possessory Interests	435	445	450	460	460
Boats	7,988	8,498	9,119	9,550	9,650
Aircraft	406	403	427	457	465
Audits - Mandatory	227	162	212	150	200
Audits - Non-mandatory	98	70	103	200	250
Property Statements	13,601	13,460	15,596	12,357	12,500
Williamson Act Appraisals	6,096	6,165	6,137	6,200	6,250
Supplementary Assessments	7,000(e)	17,000(e)	15,000(e)	16,000(e)	17,000

(e) reflects estimated data

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$119,990 increase ($2,827,839 to $2,947,829)

- ($19,672) - Deleted one Clerk II position.
- $22,380 - Promotions in block budgeted positions.
- $117,982 - Normal salary adjustments.
- ($700) - Deletion of cash payment for overtime.

SERVICES & SUPPLIES
$15,151 decrease ($544,039 to $528,888)

- ($3,600) - Decrease in file folders needed.
- ($4,080) - Reflects actual expenditures for communications.
- $4,000 - Increase in actual mileage by appraisal and audit staff from 114,000 to 130,000 miles.
- $6,000 - Increase in costs of Cooperative Audit program.
- ($29,957) - Data processing rate reduction.
- $13,152 - New cost of Workers' Compensation.
- ($4,868) - Fewer replacement calculators, cameras, and other small tools needed.

FIXED ASSETS
($4,364) decrease ($8,970 to $4,606)

- $2,046 - Computer terminal workstations.
- $380 - Bookcase.
- $750 - Hand-held drafting computer (replacement).
- $1,430 - File shelving.

NET COUNTY COST
$100,475 increase ($3,372,848 to $3,473,323)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The major event for FY 1987-88 will be the implementation of a personal computer network to automate audit calculations and building permit data collection, interface PC/System 80 for information storage and retrieval and automate assessment administration for maximum use of staff and equipment. This pilot system, purchased late in 1987 at a cost of approximately $83,000, represents a breakthrough in the use of personal computers for the Assessor's Office. Three major applications are planned for FY 1987-88.

The first of these, the Audit program, will generate approximately $70,400 in General Fund revenue in its initial year, thereby recovering most of the cost of the equipment. Through use of the PC's the average time required to

BUDGET UNIT: 111 ASSESSOR
DEPARTMENT: ASSESSOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: ROBERT SHELLENBERGER

PROGRAM DISCUSSION OF 1987-88 BUDGET

complete an audit will be reduced from 29.2 hours to 18.5. This time savings will, over a year's time, total 2,150 hours. In effect, this will be the same as adding a position. The increased staff hours available will allow the Office to enhance its Audit program, continuing to perform the mandatory audits of an increasing number of larger businesses in a timely manner, and auditing more of the smaller businesses that, under the present program, have never been audited. Statistics kept over a period of several years indicate that the increased audit hours will generate an additional tax revenue of $178,636 ($495,751 to $674,387 = $178,636), $70,401 of which will be retained in the General Fund.

The second program planned for the PC network, is the Building Permit program. The Assessor's Office currently receives and manually processes, over 20,000 building permits per year. Each of the permit-issuing agencies, (Lodi, Manteca, Tracy, Escalon, and San Joaquin County) is in the process of automating its system for handling this paper. The Assessor's Office is working with the agencies to develop a method for transferring the data electronically by telephone modem or floppy disks to the Assessor's PC's. The data would then be transferred from the Assessor's network to the System 80 mainframe for sorting. Each year, the proposed application will eliminate handling and filing of 20,000 documents and manually entering data for 15,000 permits. An estimated $5,400 per year in data entry and clerical time will be saved. An additional indirect benefit from the PC/System 80 interface required by this permit program, will be the ability for PC users to access data and create reports that were formerly available only through requests to data processing staff.

The third application, Automation of Assessment Administration, will allow the Office to absorb continued assessment roll growth without increasing staff. Each person in the Administrative Section will have a PC and will share a central data file. In this way, staff will be able to move from task to task, share tasks, answer phones, and take messages for each other. They will not have to hop from desk to desk, wait for a free CPT typing station, or keep records manually. Staff will be able not only to carry out their current assignments, but will also be able to assume additional responsibilities. While no actual dollars will be generated from this application, one CPT unit (valued at about $6,000) will be returned for assignment to another County department.

In anticipation of improved internal efficiency, a position of Clerk II is being deleted, saving $19,672. In addition, while dollars requested for extra-help are the same as budgeted in 1986-87 ($22,000), because of pay increases, this money buys fewer hours which, in effect, reduces extra-help from 1.7 to 1.4 FTE.

The Net County Cost of this budget shows an increase of $100,475 ($3,372,848 to $3,473,323) or about 3%. Anticipated promotions within block budgeted positions ($22,380) and normal salary adjustments ($117,982), offset by a number of small decreases in several subobjects, are the primary factors in the increase to County cost. The largest single cost reduction is $29,957 ($326,972 to $299,015) in data processing charges, a result of lower data processing rates. A new charge of $13,152 is included for Workers' Compensation Insurance premiums.

The Professional and Special Services subobject includes an increase of $6,000 ($4,000 to $10,000) for the Cooperative Audit program. California Counties Cooperative Audit Services Exchange (CCCASE) is a Statewide umbrella association, operating under one joint powers agreement to provide audit exchange services for participating counties. Goals of the association are to maximize audit coverage and minimize costs by exchanging in-state and out-of-state audits between counties, providing account audit cycle control and reducing travel for staff.

A flat rate is established for inter-County charges for exchanged services. In FY 1987-88 these will be $26 for each audit hour plus a pro-rated portion of reimbursed travel expenses. San Joaquin County costs vary from year-to-

BUDGET UNIT: 111 ASSESSOR
DEPARTMENT: ASSESSOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: ROBERT SHELLENBERGER

PROGRAM DISCUSSION OF 1987-88 BUDGET

year depending on the accounts to be audited. In the recent past, San Joaquin County has had a number of audit locations in southern California. It is cost effective to "sell" these audits to the County in which the businesses are located, rather than send personnel to conduct the audits. As an example, an average 15-day trip to southern California by County staff would cost $5,000, while the same audit results can be attained through CCCASE for $3,120, a savings of $1,880. Even though the costs of participating in the audit exchange will be greater in FY 1987-88 ($4,000 to $10,000 = $6,000), the costs are less than would be incurred if County personnel were sent to do the audits.

Fixed Assets requests are reduced by $4,364 ($8,970 to $4,606). Requested for 1987-88 is $2,046 for workstations for computer terminals purchased in 1986-87, $750 for a hand-held drafting computer to be used for traverse closure and computation of parcel size, $1,430 for file shelving to accommodate normal file growth and $380 for a bookcase to hold reference material for an Auditor-Appraiser IV.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To expand PC use to: 1) save more hours and 2) take pressure off the mainframe which is operating at near capacity.	1. Made a significant breakthrough that has led to a County pilot program using PC networks.
2. To continue to cooperate with Public Works, Planning, and the City of Stockton in exploring the possibilities of establishing a cooperative data base/computer mapping system in the near future.	2. Continued to support this project. City of Stockton and County Public Works have assumed lead positions.
3. To explore, with Personnel, the problem of retaining senior appraisal staff and, also, to review the Auditor-Appraiser series.	3. Stopped the drain of experienced personnel. Made appropriate salary adjustments in senior valuation class, and enhanced career opportunities through block budgeting.
4. To continue to expand and refine E.D.P. programs and to begin long range planning for a new integrated property system in cooperation with the Auditor, Tax Collector, and Central Data Processing.	4. Cooperated with Auditor-Controller and Treasurer-Tax Collector in an agreement initiated by San Joaquin County Data Processing Division, which will share, with San Mateo County, the design of a new property system.
5. To accelerate training in supervisory skills for clerical and appraisal personnel.	5. Completed Model-netics training for all supervisors. Administrators participated in all County-sponsored classes.
6. To develop enhanced internal audit procedures.	6. Made minimum progress in this regard. Will assign higher priority next year.

1987-88 OBJECTIVES

1. To implement new PC system.
2. To initiate PC interface with building permit-issuing agencies to obtain data electronically for the majority of new permits issued in the County.

BUDGET UNIT: 111 ASSESSOR
DEPARTMENT: ASSESSOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: ROBERT SHELLENBERGER

1987-88 OBJECTIVES

3. To implement the PC/System 80 interface.
4. To automate Assessment Administration to make maximum use of resources.
5. To further enhance internal audit procedures.
6. To further improve and document internal systems and continue update and rewrite of procedural manuals.

CONCURRENCE

Mr. Robert Shellenberger, Assessor, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: GENERAL SERVICES

RESPONSIBLE MANAGER: JAMES F. LEONARD

Summary

Fund: General & ISF	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 6,030,300	$ 6,525,816	$ 5,839,500	$ 5,839,500	$(686,316)
• Svcs/Supplies	4,550,063	5,587,843	5,505,298	5,281,633	(306,210)
• Other Charges	519,427	498,899	935,540	935,540	436,641
• Fixed Assets	384,019	262,657	299,509	299,509	36,852
• Operating Trans	0	32,260	5,000	5,000	(27,260)
Total Expend	$11,483,809	$12,907,475	$12,584,847	$12,361,182	$(546,293)
• Intrafund Trans	(1,570,376)	(1,445,091)	(1,463,651)	(1,463,651)	(18,560)
TOTAL APPROP	$ 9,913,433	$11,462,384	$11,121,196	$10,897,531	$(564,853)
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 226,785	$ 0	$ 0	$(226,785)
• Chges for Svcs	3,910,710	4,372,568	3,768,926	3,768,926	(603,642)
• Other Revenue	98,250	59,400	51,714	51,714	(7,686)
TOTAL REVENUE	$ 4,008,960	$ 4,658,753	$ 3,820,640	$ 3,820,640	$(838,113)
NET COUNTY COST					
• Support	$ 4,108,074	$ 4,751,643	$ 5,199,669	$ 4,976,004	$ 224,361
• Discretionary	1,796,399	2,051,988	2,100,887	2,100,887	48,899
TOTAL NCC	$ 5,904,473	$ 6,803,631	$ 7,300,556	$ 7,076,891	$ 273,260
ALLOCATED POS	175.0	160.0	157.0	157.0	(3.0)
TEMPORARY (FTE)*	31.6	29.5	34.4	34.4	4.9
TOTAL STAFFING	206.6	189.5	191.4	191.4	1.9

*Full-time equivalent

SUMMARY

Above is a summary of nine budget units which make up General Services. They include 112 General Services/Purchasing, 168 Central Services, 142 Government Buildings, 135 Communications, 703 Parks & Recreation, 70302 Litter Control, and three Internal Service Funds - Central Stores, Central Telephone, and Communications (Radio).

PROGRAM HIGHLIGHTS

Fiscal Year 1987-88 represents the first full year of General Services under its new configuration. During FY 1986-87, Capital Projects Administration was moved directly under the control of the County Administrator's Office and the Department of Parks and Recreation and Litter Control were added to General Services Administration.

The 1987-88 proposed budget was developed with two overriding goals. They were:

1. To improve the quality of service to the public and user departments and;
2. To hold costs, increase revenues, and improve the recovery rates on services charged to user departments.

BUDGET UNITS: GENERAL SERVICES

RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM HIGHLIGHTS

The following are significant changes reflected in the proposed 1987-88 budgets:

- General Services Administration and Purchasing have been combined into a single budget unit, No. 112.
- Funds amounting to $97,883 are requested to initiate a Countywide Records Management Program. As the program becomes operational, the Net County Cost of this program will be allocated to user departments.
- An estimated savings of $41,000 in postage costs will be realized by Central Services by sorting all mail by zip code. Sorting will be done by an extra-help position at a first-year cost of $11,029.
- Security services for the Courthouse and Annex have been budgeted in Central Services rather than Government Buildings.
- Funds are requested in the Litter Control budget to expand the Community Work Program from a two-day-a-week program to a seven-day-a-week program.
- Established a billing methodology using the new telecommunications computer which recovers the cost of all salaries, benefits, and operating expenses incurred in providing telephone service.

BUDGET UNIT: **170 GENERAL SERVICES**
DEPARTMENT: **GENERAL SERVICES**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$ 460,229	$ 190,730	$ 0	$ 0	$(190,730)
• Svcs/Supplies	50,758	84,064	0	0	(84,064)
Total Expend	$ 510,987	$ 274,794	$ 0	$ 0	$(274,794)
• Intrafund Trans	(256,526)	(159,797)	0	0	159,797
TOTAL APPROP	$ 254,461	$ 114,997	$ 0	$ 0	$(114,997)
Earned Revenue By Source					
• Charges for Svc	$ 63,386	$ 16,233	$ 0	$ 0	$ (16,233)
TOTAL REVENUE	$ 63,386	$ 16,233	$ 0	$ 0	$ (16,233)
NET COUNTY COST					
• Support	$ 191,075	$ 98,764	$ 0	$ 0	$ (98,764)
ALLOCATED POSITION	12.0	0	0	0	0
TEMPORARY (FTE)*	4.5	0	0	0	0
TOTAL STAFFING	16.5	0	0	0	0

*Full-time equivalent

In 1986-87, a reorganization of General Services was effected. As a result, Budget Unit No. 170 was deleted. No appropriation is requested for 1987-88. The General Services Administrative function is budgeted in Budget Unit No. 112 General Services/Purchases and the project administration function in Budget Unit No. 10202, CAO Capital Projects Division.

BUDGET UNIT: 112 GENERAL SERVICES/PURCHASING
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 282,115	$ 552,565	$ 659,861	$ 659,861	$ 107,296
• Svcs/Supplies	254,537	438,362	155,329	155,329	(283,033)
• Fixed Assets	0	0	43,650	43,650	43,650
Total Expend	$ 536,652	$ 990,927	$ 858,840	$ 858,840	$(132,087)
• Intrafund Trans	(56,440)	(62,281)	(122,457)	(122,457)	(60,176)
TOTAL APPROP	$ 480,212	$ 928,646	$ 736,383	$ 736,383	$(192,263)
Earned Revenue By Source					
• Aid/Other Govt	$ 0	$ 212,409	$ 0	$ 0	$(212,409)
• Charges for Svcs	104,223	320,001	260,595	260,595	(59,406)
• Other Revenues	51,956	31,500	16,000	16,000	(15,500)
TOTAL REVENUE	$ 156,179	$ 563,910	$ 276,595	$ 276,595	$(287,315)
NET COUNTY COST					
• Support	$ 324,033	$ 364,736	$ 459,788	$ 459,788	$ 95,052
ALLOCATED POSITIONS	7.0	18.0	18.0	18.0	0
TEMPORARY (FTE)*	0.0	1.7	1.7	1.7	0
TOTAL STAFFING	7.0	19.7	19.7	19.7	0

*Full-time equivalent

MANDATE

Government Code Sections 25480 to 25486 require the Board of Supervisors to call for bids on most County purchases. Code Sections 25500 to 25509 permit the Board to employ a purchasing agent to carry out purchasing functions. The Board may establish rules, regulations, and authority for the purchasing function which is implemented in this County in Ordinance Code Sections 2-2400 to 2-2412. There is no mandate for the General Services function. General Services Administration level is discretionary.

PURPOSE

The General Services Administration section provides overall support to ensure the efficient and effective delivery of service from the various multi-discipline divisions of the Department. The purpose of the Purchasing Division is to centralize the County's procurement of materials, supplies, and services for the purpose of cost reduction, standardization, fiscal control, and conformance to California statutes.

WORKLOAD DATA

The General Services Administrative workload is partially a function of special projects assigned to the unit. It is also directly related to the emerging role of the General Services Department and the levels of service from its various divisions.

Purchasing's workload is relative to the number of purchasing transactions processed. The process is driven by County department requests for goods and

BUDGET UNIT:	**112 GENERAL SERVICES/PURCHASING**
DEPARTMENT:	**GENERAL SERVICES**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

WORKLOAD DATA

services through the use of a "Purchase Requisition". The procurement is formalized when a Purchase Order is created. The total of these Purchase Orders reflects the expenditure for these purchases.

	-------Actual------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Real property leases negotiated	N/A	N/A	N/A	10	10
Underground storage tanks permanently removed	N/A	N/A	N/A	N/A	38
Underground storage tanks reconfigured to meet State licensing requirements	N/A	N/A	N/A	N/A	20
County records identified for off-site storage (cubic feet)	N/A	N/A	N/A	N/A	6,000
Purchase Requisitions received	N/A	N/A	16,618	19,700	18,000
Purchase Orders issued	N/A	N/A	15,706	19,000	18,000
Dollars expended Purchase Order	N/A	N/A	N/A	$20,182,635	$33,764,153

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & BENEFITS
$107,296 increase ($552,565 to $659,861)

- $43,816 - Request for Management Analyst II and Storekeeper I for Records Management.
- $44,905 - Twelve month's funding differential for General Services Director and General Services Administrative Officer transferred to this budet in mid-1986-87.
- $18,575 - Normal salary adjustments.

SERVICES & SUPPLIES
$283,033 decrease ($438,362 to $155,329)

- $36,643 - Supplies for Records Management Program.
- ($287,159) - Reduced Professional and Special Services (see Program Discussion).
- ($21,695) - Reduced clerical services associated with transfer of Capital Projects Services to the County Administrator's Office.
- ($22,290) - Reduced cost of Casualty Insurance.
- $6,983 - Communications costs reflect actual usage.
- $6,765 - Addition of transportation and training for General Services personnel.
- $2,326 - Supplies for General Services Administration
- ($4,002) - Central budgeting of word processing maintenance.
- $2,000 - Forms for Automated Purchasing System.

FIXED ASSETS
$43,650 increase for Records Management (zero to $43,650)

- $41,650 - Request for Records Management records storage racks.
- $2,000 - Request for Records Management records handling equipment.

INTRAFUND TRANSFERS
$60,176 increase ($62,281 to $122,457)

- $26,226 - Recovery of Records Management expenditures.
- $6,450 - Recovery of surplus property auction expenditures.
- $27,500 - Increase in Cost Applied - Cost Allocation Plan.

REVENUES
$287,315 decrease ($563,910 to $276,595)

- ($44,650) - Decrease of Enterprise Fund Revenue.
- ($16,080) - Decrease of Internal Service Fund Revenue.
- ($212,409) - Decrease - State Reimbursement - Underground tanks.
- ($15,500) - Decrease in revenue from sale of surplus property.

BUDGET UNIT: 112 GENERAL SERVICES/PURCHASING
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

SUMMARY OF MAJOR BUDGET CHANGES

NET COUNTY COST
$95,052 increase ($364,736 to $459,788)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The General Services Administration/Purchasing budget is one of eight separate multi-discipline budget units assigned to General Services. Other General Services' budgets include: Government Buildings, Central Services, Communications, Parks and Recreation; and Radio, Telephone, and Central Stores Internal Service Funds.

During the 1986-87 fiscal year, General Services administration merged with Purchasing in Budget Unit No. 112, which was then retitled General Services/Purchasing. At the same time, the Capital Improvement Budget Unit was transferred from the Department of General Services to the County Administrator's Office and the Department of Parks and Recreation Budget Unit was transferred into General Services. This change resulted in a 1986-87 total increase of 54 positions and $2.6 million to General Services' operations.

The Administrative Support Section, in addition to directing the activities of the operating divisions, coordinates various County special projects such as: County Real Property Inventory and Lease Management Program, Countywide compliance with State regulations regarding underground storage tanks containing hazardous materials, Countywide Records Management Program including off-site document storage, retrieval, and disposal of unnecessary old records.

In 1987-88 the Purchasing Division will continue to implement improvements in its operation with the introduction of the Rapid Purchase Order, the expanded use of departmental petty cash, and further refinements in the use and processing of term agreements. At the same time, the Purchasing Division will convert to a computerized Purchasing System in September 1987. This automated system, costing approximately $52,000, will reduce processing time while establishing a data base relative to the status of orders moving through the system. The system will also provide management reports on the performance of the Division. When the automated system is fully operational, both the professional buying staff and the clerical staff will be relieved of many clerical tasks. It is anticipated this will result in improved overall productivity and, therefore, a higher level of service to County departments.

Records Management is a new program proposed for 1987-88. The program is the result of a Records Management study awarded by the Board of Supervisors in 1986-87. The consultant recommended implementation of a comprehensive Records Management Program. He also recommended placement of the Records Management Program in the Department of General Services. With this addition, the General Services Administration/Purchasing Department contains three sub-budget units as follows:

	GS Admin.	Records Management	Purchasing	Total Proposed
Salaries & Employee Benefits	$126,771	$43,816	$489,274	$659,861
Services and Supplies	46,401	36,643	72,285	155,329
Fixed Assets	0	43,650	0	43,650
Intra-Fund Transfers	0	26,226	96,231	122,457
Total Revenue	22,717	0	253,878	276,595
Net County Cost	150,455	97,883	211,450	459,788

BUDGET UNIT: 112 GENERAL SERVICES/PURCHASING
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Records Management Net County Cost is $97,883. As the program becomes fully operational, the Net County Cost will be allocated to user departments on a prorated basis. An estimated $26,226 will be allocated in 1987-88.

The $287,159 reduction in Professional and Special Services ($319,159 to $132,000) is due to one-time-only consultant contracts, awarded in 1986-87, for the identification and removal of 38 underground storage tanks ($212,409) and a transfer of $106,750 from the General Services budget unit at the time of merging with Purchasing. Included in this sub-object for 1987-88 is $22,000 for contract auctioneer services to dispose of surplus property and $10,000 for software for the automated purchasing system.

The $287,315 decrease in revenues ($563,910 to $276,595) is attributable mainly to the one-time only $212,409 reimbursement received from the State for the underground storage tank consultant. Decreases in other revenues stem from the normal fluctuation of services provided to County departments.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue developing financial capability for Capital Programs, including development of a Five-Year Capital Improvement Program, securing a bond rating for the County, and developing a comprehensive Capital Improvement Financing Plan.	1. Transferred to the CAO Capital Services budget unit mid-1986-87.
2. To begin implementation of a Records Management Program based on recommendations from the consultant which should be forthcoming in October of 1986.	2. Completed the Records Management Study in 1986-87. The proposed General Services budget for 1987-88 includes staffing and associated costs required to implement the Records Management Program in 1987-88.
3. To begin construction of a General Services Warehouse Facility to provide for surplus property, property disposal, central receiving, records management, and other general services and County functions.	3. Received the Records Management Report in late 1986-87. The report's recommendation for off-site records storage is an essential component in the programming of the General Services warehouse. Programming the General Services warehouse will be completed in 1987-88.
4. To complete a timetable for conversion to the new telephone system. To install a new billing system and management report program to be generated by the telephone system computer.	4. Completed timetable for conversion of the new telephone system. The billing system has been installed. The data base for the management reporting program is complete; management reports will be generated in 1987-88. See Budget 000026 - Telephone ISF.
5. To develop a management information system to monitor the workload and accomplishments of the Administration and Planning, Purchasing, Central Services, Communications, and Government Buildings Divisions of General Services.	5. Not achieved due to reorganization of General Services.

BUDGET UNIT: 112 GENERAL SERVICES/PURCHASING
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
6. To complete computerization of the Purchasing function. This will include not only the design of the system, but the purchase of the necessary hardware.	6. Selected a computer system and programming has begun.
7. To continue to improve the handling of the surplus disposal process and, therefore, optimize the monetary return.	7. Improved the handling of surplus property. A new auctioneer contract negotiated.

1987-88 OBJECTIVES

1. To implement a Records Management Program, by hiring staff, contracting for storage space, and completing records retention schedules for 90 departments to move 6,000 cubic feet of records to off-site storage.
2. To complete an inventory of all real property in County ownership.
3. To write an Administrative Manual Section regarding Real Property Management of all real property in County ownership.
4. To remove 38 underground storage tanks and to bring 20 underground storage tanks into compliance with State regulations.
5. To program and begin construction of a General Services warehouse.
6. To install and begin using an automated purchasing system.
7. To complete and distribute a Purchasing manual to all County departments.
8. To establish not less than four Countywide training sessions covering the County Purchasing process for all County departments.
9. To process 95% of routine purchase requests within 30 calendar days of receipt.
10. To process 90% of all vendor invoices within 30 calendar days of receipt of goods/services.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT:	**CENTRAL STORES INTERNAL SERVICE FUND**
DEPARTMENT:	**GENERAL SERVICES/PURCHASING**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

Fund: Central Stores ISF	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Svcs/Supplies	$ (34,820)	$ 0	$ 0	$ 0	$ 0
• Other Charges	25,249	0	0	0	0
TOTAL EXPENSES	$ (9,571)	$ 0	$ 0	$ 0	$ 0
REVENUE					
• Other Charges	$ 14,808	$ 5,000	$ 7,714	$ 7,714	$ 2,714
TOTAL REVENUE	$ 14,808	$ 5,000	$ 7,714	$ 7,714	$ 2,714
REVENUE OVER (UNDER) EXPENSE	$ 24,379	$ 5,000	$ 7,714	$ 7,714	$ 2,714
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit. Level of service is discretionary.

PURPOSE

The Central Stores Internal Service Fund was established as a means of providing centralized purchasing services. Internal Service Funds are authorized by Government Code Section 25260.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Central Stores Internal Service Fund was originally established to provide centralized bulk purchases of relatively low-cost items that were used by many departments. This included such items as filing cabinets, typewriter ribbons, tape, chairs, cassettes, etc. Due to a new system of contracts with vendors and term agreements this function is no longer necessary. This fund, although inactive for the past two years, has been maintained to recover revenues from the Cost Allocation Plan. It also has a small carryover inventory of approximately $12,700. Many of the items in this inventory are no longer needed by departments and, therefore, have no value.

As of July 1, 1987, this fund is projected to have a negative fund balance of approximately $38,500. Although the Cost Allocation Plan will contribute $7,714 to the fund next year, the book value of the remaining inventory is only $12,738. Thus it is impossible to bring this fund to a zero or positive fund balance. The negative fund balance is a result of not adequately capitalizing the fund when it was established, and the loss of value of the remaining inventory due to age and deterioration. In addition, due to inactivity, FY 1987-88 will be the last year the fund will receive revenue from the Cost Allocation Plan. It is, therefore, impossible to recover funds to erase the negative fund balance.

During FY 1987-88, the remaining inventory will be sold to user departments or declared excess to County needs. Based on current projections this will result in a negative fund balance of approximately $25,000. It may be necessary in FY 1988-89 for the General Fund to contribute to the Central Stores ISF to clear the negative fund balance.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **168 CENTRAL SERVICES**
DEPARTMENT: **GENERAL SERVICES**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 241,839	$ 267,245	$ 416,749	$ 416,749	$ 149,504
• Svcs/Supplies	762,678	726,469	765,732	765,732	39,263
• Fixed Assets	307,697	195,000	197,750	197,750	2,750
Total Expend	$1,312,214	$ 1,188,714	$ 1,380,231	$ 1,380,231	$ 191,517
• Intrafund Trans	(785,905)	(763,469)	(856,903)	(856,903)	(93,434)
TOTAL APPROP	$ 526,309	$ 425,245	$ 523,328	$ 523,328	$ 98,083
Earned Revenue By Source					
• Charges for Svcs	$ 55,670	$ 66,500	$ 72,470	$ 72,470	$ 5,970
• Other Revenue	22,763	16,500	17,500	17,500	1,000
TOTAL REVENUE	$ 78,433	$ 83,000	$ 89,970	$ 89,970	$ 6,970
NET COUNTY COST					
• Support	$ 447,876	$ 342,245	$ 433,358	$ 433,358	$ 91,113
ALLOCATED POSITIONS	10.0	10.0	14.0	14.0	4.0
TEMPORARY (FTE)*	0.7	1.5	4.2	4.2	2.7
TOTAL STAFFING	10.7	11.5	18.2	18.2	6.7

*Full-time equivalent

MANDATE

There is no mandate for this function. The service level is discretionary.

PURPOSE

Central Services is responsible for the County's mail and messenger service, which includes the collection of all Courthouse, Canlis Administration Building, and Human Services regular mail, and courier service to all outlying County departments; central duplicating services, including the design and composition of forms, reports and other documents; central receiving and delivery of supplies and furniture; coordinating and accomplishing the physical movement of departments during remodeling projects; making signs for County departments; maintaining Fixed Assets inventory; selling stock forms, paper and postage stamps; issuing photo ID cards; maintaining security for Courthouse and Canlis Administration Buildings.

WORKLOAD DATA

	---------Actual----------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Print Jobs	4,669	4,756	4,974	5,145	5,300
Printing Impressions	9,979,460	9,766,263	9,992,645	10,215,000	10,300,000
Outgoing U.S. Mail	1,567,104	1,684,326	1,787,786	1,900,000	2,000,000
Postal Pre-sort	623,056	954,420	1,015,742	800,000	1,750,000

BUDGET UNIT: 168 CENTRAL SERVICES
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

WORKLOAD DATA

Print Jobs are the jobs processed through the print shop.

Printing Impressions are the actual number of impressions for print jobs.

Outgoing U.S. Mail refers to pieces of mail which are run through one of the postage meters in the mailroom.

Postal Pre-sort is the quantity of mail processed that qualifies for discounted postage; the current discount is $.04 each piece.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$149,504 increase ($267,245 to $416,749)

- $126,693 - Transfer of 4 Allocated and 2.7 FTE positions of Security Worker from Government Buildings.
- $11,029 - Full-year funding for extra-help (.75 FTE) position added to Mailroom in 1986-87.
- $11,782 - Normal salary adjustments.

SERVICES & SUPPLIES

$39,263 increase ($726,469 to $765,732)

- $6,000 - Increase in paper and printing supplies to meet needs of user departments.
- $15,000 - Increase in Postage expense due to increased volume in Mailroom.
- $8,265 - Increase in Maintenance contract costs.
- ($3,500) - Rental for Board of Supervisors' copier transferred to BU 101.
- $5,964 - Motor Pool increase based on actual mileage.
- $6,000 - Cost of .25 storekeeper position formerly budgeted by Purchasing.
- ($1,912) - Reduction in data processing charges.

FIXED ASSETS

$2,750 increase ($195,000 to $197,750)

- $2,250 - Pantographic signmaking kit.
- $500 - Rolling bin for pick-up and delivery of mail.

INTRAFUND TRANSFERS

$93,434 increase ($763,469 to $856,903)

- $90,000 - Increase in Costs Applied charged for services.
- $3,434 - Increase in Cost Allocation Plan, per Auditor-Controller.

REVENUES

$6,970 increase ($83,000 to $89,970)

- $6,970 - Increase in services provided to County departments.

NET COUNTY COST

$91,113 increase ($342,245 to $433,358)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1987-88, the Central Services Division will concentrate on its role as a service agency, meeting County departments' needs at the lowest possible cost. In keeping with this philosophy, an extra-help position was added in the latter part of 1987 to sort mail by zip code. Funding is requested to continue this position in 1987-88 at a cost of $11,029. An estimated $41,000 will be saved in postage costs over the year.

BUDGET UNIT: 168 CENTRAL SERVICES
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

Equipment purchased late in FY 1986-87 will contribute towards a reduction in costs to County departments and a more accurate recovery to Central Services of the costs of providing services. For example, a computerized phototypesetter was purchased ($32,000) which will yield a better quality product for the customer at a shop cost of $22 per hour compared to $50 per hour which is charged by outside shops. An automatic printing, computerized, Postal/UPS scale ($9,000) will provide more accurate data for billing and thus improve cost recovery.

Additional methods of cost reduction and cost recovery will be explored in FY 1987-88 for possible implementation. For example, County departments will be charged for a portion of the labor costs in the Mailroom/courier function to improve cost recovery. In addition, the feasibility of modifying computer-generated mass mailing programs into a zip plus-4 format will be studied, withe potential of additional postage savings of a half to a full cent on each piece of mail. If this can be accomplished, a savings of $1,800 to $3,600 a month could be realized from the mailing of public assistance warrants and income reports. Other large mailings such as those by the Assessor and Tax Collector would increase the savings even more.

In the 1987-88 Proposed Budget, the Security Worker function at the Courthouse and Canlis Administration Building is being transferred from Government Buildings to Central Services. This transfer is being made to align functions more appropriately within the General Services Department. Four permanent positions and six temporary positions (3.5 FTE) are being transferred at a cost of $126,693. Concurrently, an analysis made of staffing needs resulted in the FTE request for 1987-88 being reduced from 3.5 FTE positions, costing $50,000, to 2.7 FTE positions, costing $39,869.

In 1986-87, Central Services assumed the responsibility of issuing photo ID cards to County employees and certain required business licensees when this service was discontinued by Emergency Services. The costs of this service to County employees are fully recovered from the user departments. A charge of $5 is made to applicants for business licenses, thereby bringing in a revenue of approximately $1,000 per year.

The requested $6,000 increase in paper and printing supplies ($160,000 to $166,000) and $15,000 increase in postage ($410,000 to $425,000) results from increased activity throughout the County. These costs are fully recoverable, which is reflected in the increase of $93,434 ($763,469 to $856,903) in Intra-Fund Transfers and $6,970 ($83,000 to $89,970) in Revenues.

An increase of $5,964 is requested for Motor Pool charges for the courier vehicle. Central Services provides daily courier service to all outlying departments, picking up or delivering mail, print jobs, and paper supplies. At the present time, these costs are not recovered.

Fixed Assets requested include a pantographic signmaking kit at a cost of $2,250 to replace one that is not reparable, and a bin costing $500 for delivery and pickup of mail in the Courthouse and Canlis Buildings.

BUDGET UNIT: 168 CENTRAL SERVICES
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

BUDGET BREAKDOWN BY FUNCTION

OPERATING EXPENSES	MAIL	DUPL	SECURITY	MATERIAL MANAGEMENT	ADMIN.	TOTAL
Salaries and Benefits	$ 80,481	$100,030	$127,687	$37,222	$71,329	$ 416,749
Service and Supplies	464,540	267,210	300	25,176	8,506	765,732
Total Exp.	$545,021	$367,240	$127,987	$62,398	$79,835	$1,182,481
Intrafund Trans	(507,550)	(302,450)			(46,903)	(856,903)
TOTAL OPERATING EXPENSE (Less Fixed Assets)	$ 37,471	$ 64,790	$127,987	$62,398	$32,932	$ 325,578
Charge/Svc	$ 1,100	$ 59,481	$	$ 2,000	$13,587	74,168
Other Revenue		13,970		2,000		15,970
TOTAL REVENUE	$ 1,100	$ 73,451		$ 2,000	$13,587	$ 90,138
NET COUNTY COST	$ 36,371	$ (8,661)	$127,987	$60,398	$19,345	$ 235,440
ALLOCATED POS	3.0	4.0	4.0	1.0	2.0	14.0
FTE TEMPORARY	.7	.3	2.7	.5		4.2
TOTAL STAFFING	3.7	4.3	6.7	1.5	2.0	18.2

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete plans for computerizing billing and inventory control.	1. Not completed.
2. To take lead role in implementation of Records Management Program.	2. Submitted Records Management Final Report to the Board of Supervisors in May. The program will be implemented in FY 1987-88 by General Services.
3. To increase pre-sorting of mail towards an optimum of 95%.	3. Achieved 50% of stated objective for pre-sort.
4. To reduce printing turnaround to an average of five working days.	4. Reduced average printing job turnaround to 15 days.

1987-88 OBJECTIVES

1. To reduce average printing job turnaround from 15 days to five days.

2. To increase postal pre-sort to 95% of all first class mail.

3. To implement computerized billing system for Central Services.

4. To refine the Fixed Assets inventory system to make processing more efficient and improve the flow of information required by the Auditor-Controller.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 135 COMMUNICATIONS
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 80,887	$ 88,993	$ 88,993	$ 8,106
• Svcs/Supplies	0	14,106	9,446	9,446	(4,660)
• Other Charges	65,000	65,000	145,000	145,000	80,000
TOTAL APPROP	$ 65,000	$ 159,993	$ 243,439	$ 243,439	$ 83,446
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 14,376	$ 0	$ 0	$(14,376)
• Charges for Svcs	0	51,859	92,381	92,381	40,522
TOTAL REVENUE	$ 0	$ 66,235	$ 92,381	$ 92,381	$ 26,146
NET COUNTY COST					
• Support	$ 65,000	$ 93,758	$ 151,058	$ 151,058	$ 57,300
ALLOCATED POSITIONS	0	1	1	1	0
TEMPORARY (FTE)*	0	1	1	1	0
TOTAL STAFFING	0	2	2	2	0

*Full-time equivalent

MANDATE

There is no mandate for these functions. The level of service is discretionary.

PURPOSE

This budget unit serves two purposes. First, it contains operating costs of the General Services Communications Division. The Communications Officer and Communications Analyst provide support for radio, telephone, and other Communication activities.

Second, it is used to provide donated capital for purchasing additional telephones and support equipment. Funds are expended from the Telephone Internal Service Fund with reimbursement (capital contribution) made from this budget unit.

WORKLOAD DATA

	--------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
FCC License Renewal	Data is not available			20	40
Telephone Lines Services	for these years.			3,100	3,500
Work Orders Processed				500	700
New Telephone Equipment Installations				1,500	400
Telephone System Repairs (Maintenance)				6,100	6,800
Telephone Bills Processed				3,360	3,700

BUDGET UNIT: **135 COMMUNICATIONS**
DEPARTMENT: **GENERAL SERVICES**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$8,106 increase (80,887 to $88,993)

- $8,106 - Normal salary adjustments.

SERVICES & SUPPLIES
$4,660 decrease ($14,106 to $9,446)

- ($1,500) - Cost of office supplies transferred to General Services budget.
- ($2,451) - Radio maintenance charges transferred to Radio ISF.
- ($1,490) - Reduced requests to attend conferences.
- $1,056 - Increase based on actual mileage.

OTHER CHARGES
$80,000 increase ($65,000 to $145,000)

- $80,000 - Increase based on approximately 80 lines for the Private Industry Council (contingent on State and Board of Supervisors' approval).

REVENUES
$26,146 increase ($66,235 to $92,381)

- $40,552 - Reimbursable costs from Radio & Telephone ISF accounts for Communications Officer and Analyst salaries and support functions.
- ($14,376) - Reimbursement for 911 costs no longer applicable.

NET COUNTY COST
$57,300 increase ($93,758 to $151,058)

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides administrative support to the Telephone and Radio Internal Service Funds as well as long- and short-term planning and administrative functions relating to the overall communication needs of the County. Two full-time staff members are assigned to Budget Unit No. 135. They are the Communications Officer and a contract Communications Analyst position. The total cost of both individuals is reimbursed, 70% by the Telephone ISF and 30% by the Radio ISF.

The proposed budget reflects continuation of the Communications Analyst position in FY 1987-88. This individual will be responsible for implementation of the automated billing system for phone charges. Currently, all billings are done manually for approximately 1,600 phone lines. In FY 1987-88 the number of phone lines will more than double to nearly 3,200. If the billing system is not automated, at least one additional clerical position will be necessary to support phone billing functions. Manual billing has also created problems in timely billing of user departments. This has caused severe cash flow problems for the Telephone ISF. At one point in FY 1986-87, all expenditures from the ISF were frozen by the Auditor due to a negative cash flow situation. The Communications Analyst will also provide system support for an IBM Mainframe Computer as well as financial analysis for the DMS100 and the NEAX22 telephone systems. This individual will also develop an automated billing and inventory system for County radios.

BUDGET UNIT: 135 COMMUNICATIONS
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget reflects a request for a County contribution of $145,000. A portion of these funds, $65,000, will be used to acquire station and switch equipment to maintain the existing Courthouse phone system (NEAX22). The remaining $80,000 will be used to acquire equipment and phone lines under an existing contract with Pacific Bell. Each new line and station equipment costs approximately $1,000. Because of the County's practice of not advancing capital necessary to acquire new phone equipment, the Telephone ISF is approximately $800,000 in the red. Without the requested funding for Fixed Assets, the ISF will be unable to fund new requests for phone lines and equipment. We anticipate that in FY 1987-88 the Private Industry Council will request 80 new lines. If the additional capital is not provided, the Telephone ISF will be unable to provide these new services.

In FY 1987-88, the Communications Division will develop specific plans to address the telephone and radio needs of the proposed expansion of County facilities at the Mathews Road Complex. It will also take an active role in the planning process for Government facilities located in downtown Stockton. Finally, studies will be conducted to determine: 1) the feasibility of converting to an 800 Megahertz Radio System, and 2) to determine the cost-benefit of converting departments outside of downtown Stockton from the current NEAX22 switch to the DMS100 Phone System.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To meet the objectives set forth in the Radio Communications and Telephone ISF budgets.	1. Addressed in the Radio and Telephone ISF budgets.
2. To continue to improve the level of service available through 911 for public requests for assistance.	2. Provided quick response to emergencies in life threatening situations.
3. To coordinate with other governmental agencies to establish a uniform communications medium and improve the level of response to public demands.	3. Developed, through the Office of Emergency Services with the cooperation of other governmental agencies, new procedures for disaster communications.

1987-88 OBJECTIVES

1. To meet the objectives set forth in the Radio Communications and Telephone ISF budgets.

2. To develop and implement changes within the Emergency Medical Services Radio Communications System to improve Intra-Agency communications.

3. To develop and submit communications and telecommunications plans that identify the County's future needs and how these needs can be met.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: RADIO INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

Fund: Radio ISF	1985-86 Actual	Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Svcs/Supplies	$ 145,624	$ 155,466	$ 181,199	$ 181,199	$ 25,733
• Depreciation	156,221	155,399	156,221	156,221	822
TOTAL EXPENSES	$ 301,845	$ 310,865	$ 337,420	$ 337,420	$ 26,555
REVENUE					
• Charges for Svcs	$ 300,055	$ 310,865	$ 337,420	$ 337,420	$ 26,555
TOTAL REVENUE	$ 300,055	$ 310,865	$ 337,420	$ 337,420	$ 26,555
REVENUE OVER/(UNDER) EXPENSES	$ (1,790)	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit. Level of service is discretionary.

PURPOSE

This fund exists for the purpose of centralizing the administrative and operating costs associated with providing and maintaining the County's Radio Communications Program.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$25,733 increase ($155,466 to $181,199)

- $11,105 – Increase in administrative overhead based on 30% of the salary and benefits of the Communications Officer and Analyst salaries.
- ($6,104) – Decrease in cost of Radio Maintenance contract. 1986-87 amount reflected projected maintenance contract increase that did not occur.
- $780 – Increase in Radio Pager Lease amount based on the addition of 4 pagers for the District Attorney's Office.
- $19,952 – Adjustment in Auditor's Cost Allocation Plan.

DEPRECIATION
$822 increase ($155,399 to $156,221)

- $822 – Increase in depreciation amount due to additional radio equipment purchased in FY 1986-87 for Public Works, Parks & Recreation, and Sheriff's Office.

REVENUES
$26,555 increase ($310,865 to $337,420)

- $26,555 – Increase in revenue equal to the increase in costs of providing services.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Radio ISF Budget for FY 1987-88 reflects all the expenditures associated with the support and operation of the Countywide Radio Communications System.

BUDGET UNIT: RADIO INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

The normal effective useful life of radio equipment is between seven and eight years. The Rural Fire Departments and Emergency Medical Services radio channels and equipment are approximately twelve years old and are experiencing interference from surrounding agencies. The County Radio Communications System will be six years old in FY 1987-88. The focus of the 1987-88 program will be to assess the performance of the existing system and make a recommendation to the Board of Supervisors regarding future planning and directions the County should take to maintain effective radio communications. The needs of all agencies will be identified and addressed.

Due to the growth in communications needs of surrounding governmental agencies, the availability of radio channels for growth has diminished. The Federal Communications Commission, realizing that future needs of governmental agencies would require additional radio channels, made new radio channels available in 1986-87 that operate more efficiently than existing channels. These new channels, in the 800 MHZ frequency range, will be assigned on a first-come, first-serve basis. Following is a comparison between the current radio system and the 800 MHZ system.

Current County Radio System (Identified Problems):

1. Lack of expansion capacity.
2. Segregation of current users.
3. Single system failures jeopardize total communication operations.
4. Lack of communication privacy.
5. Excessive waiting time for access.
6. Lack of radio telephone capability.
7. Lack of channel compatability.

800 MHZ Radio System

1. More efficient use of the radio spectrum.
2. Flexible portioning of division/departmental talk groups.
3. Increased system reliability.
4. Emergency communications would be unobstructed and quick.
5. Private conversation capabilities between certain assigned members.
6. Possibility of telephone calling from field units through public switched telephone network.
7. Possibility of unauthorized radio monitoring reduced.
8. System operation easy and user friendly.

The Communications Division will provide the Board with a report in FY 1987-88 that identifies the current County Radio System status and the impact that an 800 MHZ radio channel could have on the County Radio Communications System.

The 1987-88 budget reflects the same format established in 1986-87 for cost allocation to all County radio users. Administrative and operating costs, including depreciation charges, are spread to County Departments as follows:

BUDGET NO.	DEPARTMENT	BUDGETED AMOUNT
10100	Board of Supervisors	$ 2,014
20200	District Attorney	4,673
21600	Sheriff Administration	177,398
21602	Sheriff Boat Patrol	4,280
21800	Lodi Marshal	1,068
21900	M-R-E-T Marshal	1,068
22600	Sheriff-Custody	29,696
23400	Probation Home Supervision	1,088
23500	Fire Prevention	1,088
24100	Flood Control	604
24700	Agricultural Commissioner	11,945
24800	Building Inspection	3,989
24900	Weights and Measures	3,525
26000	Emergency Services	4,502

BUDGET UNIT: RADIO INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

26300	Animal Control	$ 2,719
26500	Fish and Game	262
28000	Juvenile Hall	4,230
30101	Public Works - Administration	2,345
30103	Public Works - Engineering	4,707
30104	Public Works - Equipment Maintenance	2,375
30105	Public Works - Road Maintenance	11,969
30108	Public Works - General Services	251
33104	Delta Fire District	2,719
40800	Utility Districts	1,632
70300	Parks and Recreation	9,029
70302	Parks & Recreation Litter Control	1,088
00054	Solid Waste	272
	Hospital Enterprise Fund	34,104
	Total Radio Charges	$324,640

In addition, charges for pager leases are made to individual budget units as follows:

BUDGET NO.	DEPARTMENT	BUDGETED AMOUNT
12400	Personnel (Risk Management)	$ 480
14200	Government Buildings	4,416
16800	Central Services	480
20200	District Attorney	780
20600	Stockton Municipal Court	680
23500	Fire Prevention	750
26000	Emergency Services	1,200
40100	Mental Health	2,314
50101	Public Assistance	1,680
	Total Pager Lease Charges	$ 12,780
	Total Budget Amount	$337,420

In FY 1985-86, depreciation expense was included in the Radio System billings to departments. This money will be held in reserve for the replacement and upgrade of the County Radio System when needed. This recovery of depreciation expense is shown below:

BUDGET YEAR	DEPRECIATION EXPENSE	DEPRECIATION RECOVERY	FUND BALANCE CUMULATIVE
1983-84*	$155,397	$ 0	($155,397)
1984-85*	155,809	0	(311,206)
1985-86	156,221	155,427	155,427
1986-87	156,221	156,221	311,648
1987-88	156,221	156,221	467,869
1988-89	156,221	156,221	624,090
1989-90	156,221	156,221	780,311
1990-91	153,727	153,727	934,038
1991-92	153,727	153,727	1,087,765
1992-93	153,727	153,727	1,241,492

The Depreciation Schedule is based on a 10-year life cycle for the Radio System.

*1983-84 & 1984-85 Depreciation Expense was not recovered through ISF billings. The fund balance from 1985-86 through 1992-93 assumes a loss of revenue for FY 1983-84 and 1984-85.

BUDGET UNIT: RADIO INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To define the long-term radio communications needs of the County and develop a Communications Master Plan.	1. Compiled information that identified specific and Countywide communication needs.
2. To reconvene the County Communications Committee to discuss future needs and radio training issues.	2. Not accomplished. Due to the workload requirements for the implementation of the new contract telephone system, the Communications Committee did not meet in FY 1986-87.
3. To put into effect a Radio Training Program.	3. Postponed establishment of the Radio Training Program until 1987-88.
4. To research the feasibility of establishing a data base radio inventory control system.	4. Established feasibility of utilizing a portion of the data base within the telephone billing system for a radio inventory control system.

1987-88 OBJECTIVES

1. To compile a radio equipment data base and implement a radio inventory control system on the Communications Division computer.
2. To submit a Master Communications Plan and Report addressing the utilization of the 800 MHZ Frequency Spectrum within San Joaquin County.
3. To establish an ongoing Radio Training Program. The Communications Division will provide three training sessions throughout FY 1987-88.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **TELEPHONE INTERNAL SERVICE FUND**
DEPARTMENT: **GENERAL SERVICES**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

Central Fund: Tel ISF	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Sal/Benefits	$ 164,044	$ 180,570	$ 209,381	$ 209,381	$ 28,811
• Svcs/Supplies	461,646	724,773	878,889	878,889	154,116
• Other Charges	237,999	269,900	630,319	630,319	360,419
• Fixed Assets	0	1,500	0	0	(1,500)
TOTAL EXPENSES	$ 863,689	$ 1,176,743	$ 1,718,589	$ 1,718,589	$541,846
REVENUES					
• Charges for Svcs	$ 816,232	$ 1,176,743	$ 1,718,589	$ 1,718,589	$541,846
TOTAL REVENUES	$ 816,232	$ 1,176,743	$ 1,718,589	$ 1,718,589	$541,846
REVENUES OVER (UNDER) EXPENSES	$ (47,457)	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	2.0	5.0	5.0	5.0	0
TEMPORARY (FTE)*	2.0	0.0	0.0	0.0	0
TOTAL STAFFING	4.0	5.0	5.0	5.0	0

*Full-time equivalent

MANDATE

There is no mandate for this function. Service level is discretionary except that telephone services are essential to all County mandated activities.

PURPOSE

The Telephone Internal Service Fund was created to centralize the cost of operating and maintaining the County's Central Telephone System. In FY 1985-86, the ISF supported 1,750 lines; in FY 1986-87, 3,164 lines; and in FY 1987-88 a projected 3,300 lines.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Repairs (Trouble Reports)	0	3,900	5,200	6,500	7,200
Telephone Service Remodel, Moves & Changes (No. of station equip/sets)	0	150	250	500	700
Equipment Conversion (AT&T Rental to County-owned)	0	0	0	1,100	150

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$28,811 increase ($180,570 to $209,381)

- $16,115 - Normal salary adjustments.
- $12,696 - Overtime required to complete Capital Project installations.

BUDGET UNIT: TELEPHONE INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

$154,116 increase ($724,773 to $878,889)

- $1,200 - Office supply increase due to computer paper required for billings.
- $3,996 - Increase in Motor Pool charges due to the addition of a second vehicle.
- ($2,000) - Decrease in small tool needs.
- ($3,000) - Decrease in outside labor needed for cable pulling.
- $67,800 - Anticipated increased ATSS usage with addition of 1,648 lines.
- $54,395 - Anticipated long distance/local message unit trunking cost increase due to increased usage.
- $6,900 - New cost for software maintenance.
- $21,898 - New cost of 70% of compensation for Communications Analyst.

OTHER CHARGES

$360,419 increase ($269,900 to $630,319)

- $181,366 - Increase in depreciation expense based on implementation of the Pacific Bell contract system at Mathews Road.
- $168,919 - Interest expense on loan to finance Pacific Bell system.
- $10,324 - New cost of depreciation reserve fund.

FIXED ASSETS

$1,500 decrease ($1,500 to zero)

REVENUES

$541,846 increase ($1,176,743 to $1,718,589)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In FY 1986-87, a billing methodology was established that would recover the cost of all salaries, benefits, and operating expenses incurred in providing telephone service. The new telecommunications computer system sorts all expenses into three basic categories: expenses specific to the County-owned system (NEAX22), to the Pacific Bell leased system (DMS100) and those common to both systems. Using this data, a base rate per line was established that will recover all maintenance and administrative costs. The detail for this base rate is shown below:

	DMS100	NEAX22	BOTH
Maintenance and Operating Costs	$393,385	$424,184	$394,129
Number of Lines	1,678	1,486	3,164

The maintenance and operating costs are divided by the number of lines to determine the cost for each line; this number is then divided by 12 to determine the monthly cost for each line as follows:

	DMS100	NEAX22	BOTH
Monthly Cost Per Line	$ 19.54	$ 23.79	$ 10.38

The base rate billed to a department consists of the costs specific to the system used by the department added to the costs common to both systems. In other words, each line in the DMS100 system costs a base rate of $19.54 + $10.38 each month, or $29.92: each line in the NEAX22 system costs $23.79 + $10.38 or $34.17. The higher cost of the NEAX22 lines comes from the costs of maintaining the County-owned switch and the costs to the NEAX system of accessing the DMS lines.

In addition to this base rate per line, actual charges for long distance and local call service are billed to each department. For purposes of the proposed budget an estimate is made of these costs, based on past year's experience. In summary, the 1987-88 billings to departments will be based on:

BUDGET UNIT:	**TELEPHONE INTERNAL SERVICE FUND**
DEPARTMENT:	**GENERAL SERVICES**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

PROGRAM DISCUSSION OF 1987-88 BUDGET

1. Actual usage of ATSS (State of California least-cost Statewide long distance service - 20% savings).
2. Actual usage of long distance and local call service.
3. Operational and administrative overhead costs for either NEAX22 or DMS100, depending on the particular system the department is using.
4. A charge for each line which includes overall operational costs (Technical and Specialist Clerk salaries and benefits).

It is estimated that these billings will total $1,718,589 in 1987-88, an increase of $541,846 ($1,176,743 to $1,718,589). Most of this increase is due to the expansion in the number of telephones in service. In Fiscal Year 1986-87, the County Communications staff installed equipment for 1,648 lines for the Hospital, Private Industry Council, Mental Health, Sheriff Custody Division, Probation, Juvenile Hall, and Hazelton Complex. In addition, installations were completed for Tracy Public Schools (232 lines) and Lodi Unified School District (1,100 lines). The four technicians will maintain approximately 3,164 lines in 1987-88, an increase of 1,414 lines over 1986-87 (1,750 to 3,164).

The current County telephone system is as follows:

DEPARTMENT	SYSTEM	LINES
Courthouse/Canlis Building	NEAX 22(County Switch)	891
Human Services	NEAX 22(County Switch)	595
Private Industry Council	DMS100(Pac Bell Contract)	135
Probation	DMS100(Pac Bell Contract)	72
DA Investigation	DMS100(Pac Bell Contract)	25
Mental Health (511 Magnolia)	DMS100(Pac Bell Contract)	163
San Joaquin General Hospital	DMS100(Pac Bell Contract)	804
Juvenile Hall Complex	DMS100(Pac Bell Contract)	88
Government Buildings	DMS100(Pac Bell Contract)	10
Council of Governments	DMS100(Pac Bell Contract)	11
Agriculture	DMS100(Pac Bell Contract)	31
Public Works	DMS100(Pac Bell Contract)	92
Building and Planning	DMS100(Pac Bell Contract)	66
Motor Pool	DMS100(Pac Bell Contract)	11
Weights & Measures	DMS100(Pac Bell Contract)	14
Honor Farm	DMS100(Pac Bell Contract)	33
Men's Jail	DMS100(Pac Bell Contract)	41
Patrol	DMS100(Pac Bell Contract)	8
Medical Trailer	DMS100(Pac Bell Contract)	14
Women's Jail	DMS100(Pac Bell Contract)	7
Mental Health (Mathews Road)	DMS100(Pac Bell Contract)	53
	Total Lines	3,164

Contingent on Board of Supervisors' approval, equipment for the following departments will be installed in FY 1987-88:

Superintendent of Schools	100 Lines
Public Health	130 Lines
Private Industry Council	80 Lines

In addition, the technicians will complete telephone installations for departments being remodeled or relocated in the Capital Projects program. The equipment and lines installed for Tracy and Lodi schools in 1986-87, and those planned for Public Health in 1987-88, are done at no cost to the County. The schools and health district buy their own equipment and reimburse the County for all labor costs. The equipment and installation costs for the telephone lines into the Superintendent of Schools' new building will be funded through money appropriated in the Capital Outlay budget in 1986-87.

The Telephone ISF will, in 1987-88, recover first-year interest expenses of $168,919 for the Pacific Bell contract for telephone service. A loan to pay

BUDGET UNIT: TELEPHONE INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

the cost of the contract was financed over a six-year period and, due to auditing requirements, depreciation was calculated over an eight-year period for equipment and a ten-year period for service. The ISF will recover the equipment costs by 1995 and service costs by 1997.

This detail is shown below:

DMS100 Telephone System

6 Year Payoff/10 Year Recovery

Budget Year	Recovery			Cost	Difference
	Depreciation*	Interest	Total		Cumulative
1987-88	$224,466	$168,919	$393,385	$436,200	$ (42,815)
1988-89	224,466	151,318	375,784	436,200	(103,231)
1989-90	224,466	123,509	347,975	436,200	(191,456)
1990-91	224,466	93,001	317,467	436,200	(310,189)
1991-92	224,466	59,531	283,997	436,200	(462,392)
1992-93	224,466	22,813	247,279	436,200	(651,313)
1993-94	198,637	0	198,637	0	(452,676)
1994-95	198,637	0	198,637	0	(254,039)
1995-96	163,753	0	163,763	0	(90,286)
1996-97	163,753	0	163,753	0	73,467

*Includes Reserve Depreciation based on current CPI of 2%.

Depreciation = 6 years on computer equipment used for billing
8 years on telephone equipment
10 years on service

Cost = 72 payments beginning 1987-88 for $36,350 per month to the Bank of Stockton.

The NEAX system, which was purchased in 1981, has been paid in full over a five-year period. However, the depreciation was spread over a ten-year period so there will be four more years before the initial expenditure is recovered. Additional equipment to maintain the NEAX system, purchased each year through 1990-91 using donated capital, will continue to be depreciated after the initial expenditure is recovered. This expense will be fully recovered by 1995. This detail is shown below:

NEAX22 Telephone System

Budget Year	Depreciation *	Fund Balance **
1987-88	$234,724	$(615,276)
1988-89	267,758	(347,518)
1989-90	267,758	(79,760)
1990-91	139,544	59,784
1991-92	47,314	107,098
1992-93	30,690	137,788
1993-94	30,690	168,478
1994-95	15,345	183,823

*Includes Reserve depreciation based on current CPI of 2%.
**1986-87 Fund Balance is ($850,000).

The combined depreciation expense on both systems will, in 1987-88, be $459,190, an increase of $191,690 ($267,500 to $459,190).

BUDGET UNIT: TELEPHONE INTERNAL SERVICE FUND
DEPARTMENT: GENERAL SERVICES
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

Because capital was not contributed to make the initial purchase of equipment, a deficit fund balance has occurred in the Telephone ISF. Even though the depreciation schedule will eventually recover the capital outlay, the maximum rate of recovery is 10 years, whereas the loan repayment costs are incurred over six years. This is shown below:

Budget Year	NEAX22	DMS100	Total*	Cost	Difference	Fund Balance**
1987-88	234,724	393,385	628,109	436,200	$191,909	$(658,091)
1988-89	267,758	375,784	643,542	436,200	207,342	(450,749)
1989-90	267,758	347,975	615,733	436,200	179,533	(271,216)
1990-91	139,544	317,467	457,011	436,200	20,811	(250,405)
1991-92	47,314	283,997	331,311	436,200	(104,889)	(355,294)
1992-93	30,690	247,279	277,969	436,200	(158,231)	(513,525)
1993-94	30,690	198,637	229,327	0	229,327	(284,198)
1994-95	15,345	198,637	213,982	0	213,982	(70,216)
1995-96		163,753	163,753	0	163,753	93,537
1996-97		163,753	163,753	0	163,753	257,290

*Includes depreciation, reserve depreciation (2%) and interest on loan to buy DMS100.
**1986-87 Fund Balance is ($850,000).

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To conduct an Inventory Cost Study that identifies all non-County-owned equipment and replace rented equipment where cost-justifiable.	1. Converted Manteca Court, Department of Aging, and Mental Health to County-owned equipment.
2. To implement least-cost routing for the Mathews Road Complex to reduce long distance charges.	2. Delayed least-cost routing for the Mathews Road Complex to 1987-88 due to technical difficulties, defined and resolved in FY 1986-87.
3. To develop a data base to compile statistics for billings of technical services. Establish a data base inventory control system.	3. Implemented on-line system effective July 1, 1987.
4. To implement the data base call-detail billing system.	4. Implemented on-line system effective July 1, 1987.

1987-88 OBJECTIVES

1. To implement least-cost routing for all DMS100 users Countywide to reduce long distance charges.

2. To develop uniform telephone work order requests for all County departments.

3. To implement the Superintendent of Schools' telephone system upon relocation.

4. To conduct further studies to find ways to reduce the overall telecommunications costs.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 116 COLLECTIONS DIVISION
DEPARTMENT: COUNTY COLLECTIONS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAULINE TOY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 610,030	$ 680,871	$ 700,539	$ 700,539	$ 19,668
• Svcs/Supplies	436,050	383,340	377,113	377,113	(6,227)
• Fixed Assets	674	600	1,730	1,380	780
Total Expend	$ 1,046,754	$ 1,064,811	$ 1,079,382	$ 1,079,032	$ 14,221
• Intrafund Trans	(15,054)	(14,800)	(15,000)	(15,000)	(200)
TOTAL APPROP	$ 1,031,700	$ 1,050,011	$ 1,064,382	$ 1,064,032	$ 14,021
Earned Revenue By Source					
• Interest & Rents	$ 43,531	$ 25,000	$ 25,000	$ 25,000	$ 0
• Charges for Svcs	316,377	294,300	341,500	341,500	47,200
TOTAL REVENUE	$ 359,908	$ 319,300	$ 366,500	$ 366,500	$ 47,200
NET COUNTY COST					
• Support	$ 671,792	$ 730,711	$ 697,882	$ 697,532	$(33,179)
ALLOCATED POSITIONS	24.0	24.0	24.0	24.0	.0
TEMPORARY (FTE)*	2.5	2.5	2.3	2.3	(.2)
TOTAL STAFFING	26.5	26.5	26.3	26.3	(.2)

*Full-time equivalent

MANDATE

The Office of the County Collector is not mandated. Level of service is discretionary.

PURPOSE

Collects monies owed to the County and its departments; takes appropriate legal action to secure such accounts.

WORKLOAD DATA

	------------Actual		-----------	Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Referrals	18,635**	17,743***	22,863	22,825	23,000
Receipts Issued	34,618	53,222	57,968	64,200	69,000
Statements Sent	205,226	207,314	246,159	259,250	265,000
Dollars Collected	$1,545,833	$2,507,189	$3,028,442	$3,232,732	$3,325,000

**Includes court fines effective November 1983.
***Includes Probation (DUI) effective June 1985.

BUDGET UNIT: 116 COLLECTIONS DIVISION
DEPARTMENT: COUNTY COLLECTIONS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAULINE TOY

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$19,668 increase ($680,871 to $700,539)
- $22,398 - Normal salary adjustments.
  ($2,730) - Reduction in hours for temporary clerical position.

SERVICES & SUPPLIES
$6,227 decrease ($383,340 to $377,113)
- $3,200 - Increase in postage due to increased mailings.
- ($2,080) - Reduction in equipment maintenance due to centralized budgeting.
- $8,200 - Increase in number of Credit Bureau reports, writs, and Interagency Offset claims.
- $12,408 - Increase in the cost of data processing services.
- ($30,570) - Decrease for data processing equipment.
- $1,080 - Increase in monthly costs for leased copier.
- $1,000 - Increase in use of legal services.

FIXED ASSETS
$780 increase ($600 to $1,380)
- $630 - Computer tables for two terminals acquired in 1986-87.
- $750 - Acoustical covers for two printers.

INTRAFUND TRANSFERS
$200 increase ($14,800 to $15,000)
- $200 - Increase in time spent on collection of Mental Health accounts.

REVENUES
$47,200 increase ($319,300 to $366,500)
- $45,000 - Increase in charges for services to San Joaquin General Hospital based on activity for first seven months of 1986-87.
- $1,900 - Increase in reimbursement for Court-appointed attorneys.

NET COUNTY COST
$33,179 decrease ($730,711 to $697,532)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Money collected by this Division is for other County departments and is, therefore, not reflected as a revenue in this budget unit. These collections for two years are as follows:

	Actual 1985-86	Est./ Act. 1986-87	Difference
Public Defender	$ 39,418	$ 30,721	$ (8,697)
Airport	24,310	13,588	(10,722)
Public Works & Motor Pool	21,003	29,854	8,851
Lodi Municipal Court	135,988	137,205	1,217
Tracy Municipal Court	202,086	219,652	17,566
Manteca Municipal Court	221,352	237,320	15,968
Escalon Municipal Court	39,063	33,424	(5,639)
Ripon Municipal Court	37,202	32,571	(4,631)
Stockton Municipal Court	232,690	260,644	27,954
Probation	1,132,725	1,265,327	132,602
Probation-Juvenile	0	2,010	2,010
Mental Health-Alcohol	25,441	21,682	(3,759)
Hospital Pre-Enterprise	105,301	64,444	(40,857)
Hospital Enterprise	708,846	796,204	87,358
Miscellaneous	103,017	88,086	(14,931)
Total	$3,028,442	$3,232,732	$ 204,290

BUDGET UNIT: 116 COLLECTIONS DIVISION
DEPARTMENT: COUNTY COLLECTIONS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAULINE TOY

PROGRAM DISCUSSION OF 1987-88 BUDGET

An estimated $1,019,655 of the money collected in 1986-87 will remain in the General Fund. This amount is $1,759 less than the previous year ($1,019,655 - $1,021,414 = $1,759). The reduction is the result of a change, mandated by the State, in the distribution of Court fines.

One of the Collections Division's major objectives for 1986-87 was to increase revenue by intensifying the filing of legal actions. The information listed below reflects what was accomplished:

SMALL CLAIMS ACTIONS		1985	1986	INCREASE
Number Filed:	Stockton	764	1,212	59%
	Manteca	246	657	167%
Overall Number Filed		1,010	1,869	85%
Dollar Amount Filed:	Stockton	$194,842	$268,670	38%
	Manteca	78,750	180,546	129%
Overall Dollar Amount Filed		$273,592	$449,216	64%

MUNICIPAL COURT ACTIONS	1985	1986	INCREASE
Number Filed	56	72	29%
Dollar Amount Filed	$171,960	$287,110	67%

TOTAL LEGAL ACTIONS	1985	1986	INCREASE
Number Filed	1,066	1,941	82%
Dollar Amount Filed	$445,552	$736,326	65%

Judgments obtained in Small Claims and Municipal Court actions in 1986 total $736,326, which is an increase of $290,774 ($736,326 - $445,552 = $290,774) over the dollar amount obtained in 1985. In 1987-88, the Collector's Office will follow through on judgments obtained by emphasizing collection efforts on post-judgment accounts.

Internal cross-training of employees in 1986-87 resulted in the reduction of the extra-help request for 1987-88 by $2,730. Cross-training will continue to be emphasized in 1987-88, as will participation in County training programs. In addition, the Collection's manual will be revised to reflect procedural changes and include critical tasks.

Enhancement of the automated collections system is requested at a cost of $30,119. This request includes revising the billing process, implementing an expanded information retrieval system, and acquiring hardware to create graphs and charts for the reporting of collection statistics. These modifications will result in extensive savings of staff time. In conjunction with these changes, the Collection's staff will conduct a comprehensive review of the automated system in an effort to reduce operating costs.

In the fall of 1986, the Collector rented, at a cost of $44 per month ($528 annually) a terminal with a direct line to the Credit Bureau. This on-line hook-up allows the Collector to request credit reports without having to go through the time-consuming telephone access, using a limited number of lines that are shared with other Credit Bureau customers. As a result, the Collector was able to obtain almost four times the number of reports, with the average monthly request increasing from 78 per month to 290. The information provided in the reports is frequently sufficient for the Collector to decide

PROGRAM DISCUSSION OF 1987-88 BUDGET

the next step to make in the collection process without additional verification of information and skip-tracing. The cost of the reports ($4,225 in 1986) is offset by the savings in staff time and the increase of successful collections brought about by being able to move through the collection process in a timely manner. On-line access to the Credit Bureau has proven to be a valuable collection tool for this office and $5,328 ($4,800 for reports + $528 for terminal = $5,328) is requested in the 1987-88 budget to continue this program.

The Tax Intercept Program continues to be a successful source of collections. In 1983, State legislation was passed which allowed public agencies to intercept income tax refunds issued to individuals who owed money to the agency. The table below shows the activity in this program from its inception to the present.

TAX INTERCEPT PROGRAM

Year Filed	Year Processed	# of Claims Submitted	Total Cost Of All Claims Submitted	$ Amount Received
1983	1984	1,989	$1,034.28	$ 41,865.94
1984	1985	4,295	$3,750.39	$111,395.53
1985	1986	5,780	$3,624.06	$154,233.06
1986	1987	7,488	$4,628.33	$200,000.00 Estimated

An estimated 9,000 claims will be submitted in 1987-88 at a cost of $7,650.

Fixed Assets requests totaling $1,380 include four items. Acoustical covers are requested at a cost of $250 and $500 each ($250 + $500 = $750) for two printers located in the clerical work areas. Noise from these printers, which are used continuously, makes it difficult to hear clients in the lobby or over the telephone. Two terminal tables costing $315 each ($315 x 2 = $630) are needed for CPT's purchased in 1986-87.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To increase the level of revenue by intensifying the filing of legal actions.	1. Increased filings by 82%. Dollar value of judgments obtained increased 65%.
2. To expand the County Collector's research potential through the use of on-line Department of Motor Vehicles and Stockton Credit Bureau reports.	2. Installed on-line access to the Credit Bureau. Because of the pending implementation of the Criminal Justice Integrated System, DMV is not allowing new non-Court related agencies to go onto existing lines. Alternatives are being evaluated.
3. To increase the effectiveness of staff through cross-training and educational processes.	3. Reduced extra-help as a result of cross-training. Approximately 50% of staff participated in one or more classes.

BUDGET UNIT: 116 COLLECTIONS DIVISION
DEPARTMENT: COUNTY COLLECTIONS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: PAULINE TOY

1987-88 OBJECTIVES

1. To increase revenue by increasing collection activities on post judgment accounts.
2. To complete a comprehensive review of the on-line system in an effort to reduce costs.
3. To update the collection manual to include critical tasks.

CONCURRENCE

Mrs. Pauline Toy, County Collector, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 118 COUNTY COUNSEL
DEPARTMENT: COUNTY COUNSEL
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JOHN F. CHEADLE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 936,988	$ 1,121,587	$ 1,272,398	$ 1,272,398	$150,811
• Svcs/Supplies	77,109	101,992	103,350	103,350	1,358
• Fixed Assets	0	0	2,888	0	0
Total Expend	$ 1,014,097	$ 1,223,579	$ 1,378,636	$ 1,375,748	$152,169
• Intrafund Trans	(50,400)	(58,623)	(140,384)	(140,384)	(81,761)
TOTAL APPROP	$ 963,697	$ 1,164,956	$ 1,238,252	$ 1,235,364	$ 70,408
Earned Revenue By Source					
• Licenses/Permits	$ 1,540	$ 1,540	$ 1,050	$ 1,050	$ (490)
• Charges for Svcs	234,638	310,852	368,311	368,311	57,459
TOTAL REVENUE	$ 236,178	$ 312,392	$ 369,361	$ 369,361	$ 56,969
NET COUNTY COST					
• Support	$ 727,519	$ 852,564	$ 868,891	$ 866,003	$ 13,439
ALLOCATED POSITIONS	17.0	20.0	20.0	20.0	0.0
TEMPORARY (FTE)*	0.5	2.3	0.8	0.8	(1.5)
TOTAL STAFFING	17.5	22.3	20.8	20.8	(1.5)

*Full-time equivalent

MANDATE

The County Counsel's Office performs numerous mandated services primarily pursuant to Government Code Sections 27642 through 27647. Local regulations of the Office are found in Sections 2-2020 and 2-2022 of the San Joaquin County Ordinance Code. The level of service provided is at the Board of Supervisors' discretion.

PURPOSE

Provides legal services to the Board of Supervisors, to County departments, and to special districts. Serves as legal advisor to various boards and commissions. Responsible, under the direction of the Board of Supervisors, for preparation of all County ordinances. Responsible for prosecution or defense of all court actions of a civil nature involving the County. Prepares legal opinions; handles legal proceedings for the County.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$150,811 increase ($1,121,587 to $1,272,398)

- $9,702 - Promote a Chief Deputy to Assistant.
- $108,893 - Full year funding for 2 Child Protective Services Counsel positions approved in February 1987.
- $53,287 - Full year funding for Litigation Research Analyst approved May 1987.
- ($49,716) - Eliminate contract position for Child Protective Services Counsel.

BUDGET UNIT:	**118 COUNTY COUNSEL**
DEPARTMENT:	**COUNTY COUNSEL**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**JOHN F. CHEADLE**

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

- ($12,825) - Eliminate Law Intern (extra-help position).
- $9,676 - Increase hours of part-time Attorney IV.
- $31,794 - Normal salary adjustments.

SERVICES & SUPPLIES

$1,358 increase ($101,992 to $103,350)

- $3,600 - Additional cost of computer-assisted research.
- $5,000 - Increase in training expenses and related travel for additional staff.
- ($13,000) - Decrease in Professional Services. (This item fluctuates greatly from year to year.)
- ($4,550) - Decrease in maintenance of equipment due to centralized budgeting.
- $7,036 - Increase in data processing costs reflects centralized budgeting of equipment maintenance and expanded use of PC.
- $5,600 - Increase in periodicals needed for additional staff.

INTRAFUND TRANSFERS

$81,761 increase ($58,623 to $140,384)

- $45,950 - Additional attorney billed to Child Protective Services.
- $31,107 - Reflects more accurate accounting for attorneys' time.

REVENUES

$56,969 increase ($312,392 to $369,361)

- $75,098 - Increase in services to Casualty Insurance Trust Fund.
- ($7,230) - Conservatorship fees transferred to Public Conservator in exchange for secretarial services.
- ($12,025) - Auditor's Cost Allocation Plan adjustment to Enterprise Fund charges.

NET COUNTY COST

$13,439 increase ($852,564 to $866,003)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Fiscal Year 1986-87 saw the promotion of a Chief Deputy to Assistant County Counsel at an increased first-year cost of $9,702. The new Assistant will supervise the work of the attorneys to permit the department head to spend more time with the Board of Supervisors and the County Administrator.

The classification of Child Protective Services Counsel was created and two positions were allocated to replace positions formerly filled by contracts. These positions are assigned exclusively to provide Child Protective Services, and, therefore, total costs ($108,893) will be recovered from the Human Services Agency.

The Litigation Division, which primarily provides services to the Casualty Insurance Trust Fund, was reorganized to form a more cohesive unit. An Attorney IV and a Litigation Research Analyst were added to assist the Chief Litigation Deputy in trial preparation. The Casualty Insurance Trust Fund will fund five of the five and one-half positions in this Division ($308,522). Also included in charges to the Casualty Insurance Trust Fund are $40,198 in indirect costs.

This increase of $75,098 (from $273,622 to $348,720) in costs recoverable from the Insurance Fund is offset by a reduction in revenue from the Enterprise Fund. Adjustment in the Auditor's Cost Allocation Plan reduced revenue, $12,025, from an estimated $30,000 in 1986-87 to $17,975 in 1987-88. An additional reduction of $7,230 in revenues results from transferring conservatorship fees to the Public Conservator in exchange for secretarial services.

In 1987-88, this office intends to reduce General Fund expenditures by reviewing the attorneys' duties and ensuring that attorney time is billed to the reimbursing departments, where appropriate. This program, started in

BUDGET UNIT: 118 COUNTY COUNSEL
DEPARTMENT: COUNTY COUNSEL
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: JOHN F. CHEADLE

PROGRAM DISCUSSION OF 1987-88 BUDGET

1986-87, is expected to result in additional billings of $31,107 in the coming fiscal year.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To maintain a high level of productivity in relationship to clients.	1. Reviewed office assignments continuously. Hired an additional attorney to provide full-time child protective services. Assigned one attorney full-time to the County's planning process and 85% of one attorney's time to County's public works functions. Hired an additional full-time attorney for the County's self-insurance litigation. Increased computerized legal research capability.
2. To maintain specialized educational program for attorneys.	2. Attended seminars and conferences on specific matters. In-office legal training via video taped programs was implemented.
3. To streamline intra- and inter-office procedures to reduce the need for attorney services.	3. Implemented computerized litigation case tracking for self-insurance trust fund.
4. To reduce repetitive paperwork by standardizing contract language throughout the County.	4. Collected and reviewed documents relating to numerous departmental contracts. Prepared computerized index and text of standard contract clauses.
5. To increase inter-office communication on technical and managerial matters.	5. Involved office staff in County-wide management training sessions. Began process of more direct attorney involvement with major departmental administrative affairs to accomplish problem resolution at earliest stages.

1987-1988 OBJECTIVES

1. To maintain a high level of productivity in relationship to clients.

2. To maintain specialized educational program for attorneys.

3. To streamline intra- and inter-office procedures to reduce the need for attorney services.

4. To increase inter-office communication on technical and managerial matters.

5. To allocate charges properly for office services in order to reduce General Fund burden.

CONCURRENCE

Mr. John F. Cheadle, County Counsel, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **124 PERSONNEL DIVISION**
DEPARTMENT: **PERSONNEL**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **EVERETT STILES**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 773,443	$ 803,798	$ 885,453	$ 885,453	$ 81,655
• Svcs/Supplies	446,681	369,968	408,243	408,243	38,275
• Fixed Assets	1,067	900	1,500	0	(900)
Total Expend	$1,221,191	$ 1,174,666	$ 1,295,196	$ 1,293,696	$ 119,030
• Intrafund Trans	(270,951)	(240,338)	(278,648)	(278,648)	(38,310)
TOTAL APPROP	$ 950,240	$ 934,328	$ 1,016,548	$ 1,015,048	$ 80,720
Earned Revenue By Source					
• Charges for Svcs	$ 506,632	$ 582,617	$ 759,986	$ 759,986	$ 177,369
TOTAL REVENUE	$ 506,632	$ 582,617	$ 759,986	$ 759,986	$ 177,369
NET COUNTY COST					
• Support	$ 443,608	$ 351,711	$ 256,562	$ 255,062	$ (96,649)
ALLOCATED POSITIONS	22	22	22	22	0

MANDATE

There are a number of mandated functions which the County must perform. These are administered by the Personnel Division. Foremost among the mandates is Section 704 of the Federal Civil Rights Act of 1972. Other program mandates include: unemployment insurance, workers' compensation insurance, affirmative action, validation of civil service examinations, CAL-OSHA safety requirements, employer-employee relations, and EEO contract compliance.

PURPOSE

Maintains classification plan: conducts recruiting activities, examination processes, and establishes eligible lists; acts as staff to the Civil Service Commission. Functions as the County's chief negotiator: responsible for coordinating and administering the dental, health, workers' compensation, unemployment, casualty, and life insurance programs within the County; conducts safety-related activities, and maintains CAL-OSHA safety levels; serves as staff for the Affirmative Action Committee, prepares affirmative action reports, conducts contract compliance reviews of private contractors regarding affirmative action goals; administers the County's training programs.

WORKLOAD DATA

The workload data for recruiting and testing shown below is the primary indicator of the activity in the Personnel Division. The other workload statistics relate to some of the functions performed by the Division after individuals become employees. These include, but are not limited to, the maintenance of the classification plan and the ongoing training program.

BUDGET UNIT: 124 PERSONNEL DIVISION
DEPARTMENT: PERSONNEL
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EVERETT STILES

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
RECRUITING AND TESTING					
Recruitments	193	188	205	171	180
Applications Processed	7,357	7,593	8,010	8,901	9,000
Applications Accepted for Exam	4,833	4,959	5,340	6,757	6,900
Lists Established	172	168	178	164	170
Names Placed on Eligible Lists	2,107	2,145	2,200	2,794	2,550
CERTIFICATION					
Personnel Requisitions	576	602	610	575	585
Vacancies	612	666	655	690	650
Names Certified	4,582	4,664	4,675	4,248	4,375
TRAINING					
Number of Employee/Days in Training	3,955	3,484	3,400	4,500	4,000
CLASSIFICATION					
Classification Studies	22	51	14	52	31
Number of Positions Studied	65	157	184	130	160
New Classes Established and Amended Specifications	70	90	86	30	25

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$81,655 increase ($803,798 to $885,453)

- $44,428 - New position - Risk Prevention Coordinator.
- $32,231 - Promotions in block budgeted positions.
- $5,233 - Promotion of one position - Deputy Manager.
- ($54,587) - Delete one position - Deputy Manager.
- $54,350 - Normal salary adjustments.

SERVICES & SUPPLIES
$38,275 increase ($369,968 to $408,243)

- $30,400 - Increase in number and cost of pre-employment physicals.
- ($20,225) - Cost of psychiatric and polygraph exams transferred to Sheriff's Department.
- $16,375 - New cost for contract test development.
- $15,000 - Increased need for team building and management development.
- $12,500 - New cost for service pins formerly budgeted by Board of Supervisors.
- ($10,418) - Reduced data processing equipment needs.
- $4,127 - Increased data processing charges.
- ($4,437) - Centralized budgeting of CPT maintenance.

INTRAFUND TRANSFERS
$38,310 increase ($240,338 to $278,648)

- $38,310 - Increase in Costs Applied-Cost Allocation Plan as computed by Auditor's Office.

REVENUES
$177,369 increase ($582,617 to $759,986)

- $66,297 - Cost of new position of Risk Prevention Coordinator and more clerical time assigned to insurance programs.

BUDGET UNIT: 124 PERSONNEL DIVISION
DEPARTMENT: PERSONNEL
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EVERETT STILES

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES

- $62,903 - Full allotment of Assistant Safety Officer to Workers' Compensation, cost of computer and safety supplies.
- $31,529 - Increase in Enterprise Fund per Auditor.
- $15,797 - Increased staff time allocated to Health Insurance Administration.

NET COUNTY COST
$96,649 decrease ($351,711 to $255,062)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Personnel Department's budget for Fiscal Year 1987-88 is indicative of management's commitment to providing quality service to the County's employees and other operating departments in a cost efficient manner. With the retirement of a Deputy Manager of Personnel in 1986, the vacant position was abolished saving $54,587. Duties were reassigned and the remaining position of Deputy Manager upgraded in salary at a first-year cost of $5,233.

COMPUTERIZATION

Departmental functions have continued to be computerized when cost effective and/or beneficial to operating departments. One major accomplishment in FY 1986-87 was the linking, at no additional cost, of the County Administrator's Office "AMS" program to the existing Personnel system, in the development of data for the annual budget process. It is now possible for other departments to access the Personnel system and eliminate the keeping of duplicate manual records at the departmental level. In 1987-88, Personnel staff will train departments in the use of the Personnel system to ensure proper interpretation and utilization of the data available.

RISK MANAGEMENT

A new position of Risk Prevention Coordinator was allocated in FY 1986-87, at a cost of $44,428 for the first year, to provide a more comprehensive risk management program. The individual will be responsible for risk identification, its measurement and analysis, and a program to assist departments in controlling casualty costs. This position will enhance the County's effort to reduce the cost of claims and augment the County's program to provide a more effective risk management administrative structure. Costs will be fully recovered from the Casualty Insurance Trust Fund.

The County Counsel's Casualty program has been computerized, at a cost of $46,500, to allow both County Counsel and Personnel staff to enter the necessary data on the mainframe computer to monitor all pertinent litigation and the status of claims.

MEDICAL INSURANCE

The department will continue to implement Cost Containment features to the County's self-insured medical insurance. In 1986-87, the County entered into guaranteed rate contracts with 16 hospitals outside the County boundaries. Based on past claims paid, the savings potential could be substantial. As an example, if the County had been participating in this program earlier, an actual hospital bill of $29,000 would have been paid in full for $5,100. Confederation Life's statistics show that approximately 16% of hospital claims are incurred outside of the local area.

Beginning in January 1988, Federal legislation will expand the eligibility criteria for health insurance benefits. At that time, persons who separate from employment or who lose eligibility as dependents of employees will be permitted to continue in the County's health insurance plan for a specified period of time at their own expense. Even though the individuals will pay their own premiums, the County will incur the cost of administering the

PROGRAM DISCUSSION OF 1987-88 BUDGET

program and paying claims. These costs cannot be determined at this time, but will be limited to 2% of the individual premiums. Means will be sought to offset the costs of this new Federal mandate.

TESTING

A major emphasis in the Testing Division will be an intensive and active recruitment for approximately 100 Deputy Sheriff positions. This anticipated need of the Sheriff's Department is based on current vacancies, past turnover experience, and an increased population of the custodial facilities. This accelerated recruitment is reflected in the Department's Professional and Special Services account by a request for $30,000 for pre-employment physicals for Deputy Sheriffs ($200 x 150). This is an increase of $22,000 over the amount budgeted in 1986-87 ($8,000 to $30,000 = $22,000).

Also included in Professional and Special Services is a request for $15,900 for regular pre-employment physicals. Statistics indicate that, over the past two years, an average of 269 physicals were given each year. The cost of each physical has increased from $50 to $60. Based on this data, funding for 265 physicals is requested ($265 x 60 = $15,900). This represents an increase of $8,400 ($7,500 to $15,900 = $8,400).

The cost of pre-employment psychiatric ($15,000) and polygraph ($5,225) exams has been transferred to the Sheriff's budget, resulting in a decrease of $20,225 in professional and special services needed ($15,000 + $5,225 = $20,225).

A new cost in Professional and Special Services is the request for $16,375 to fund test development on a contract basis. Since 1964, San Joaquin County has developed its own tests. In-house test development enables the County to respond promptly to changes in class concepts, or duties, laws and procedures. Testing and recruitment staff, who are responsible for all phases of recruitment, testing, and test development, consists of two full-time positions.

Activity in this area of the Personnel Division has increased to such an extent that the Division has reached its capacity to keep pace with the need for exam development and revision and still provide effective recruiting services to County departments. The most cost effective way of continuing services without sacrificing quality is to contract for test development.

TRAINING

The Board of Supervisors' support of the Countywide Training Program continues to provide the knowledge and skills necessary for increased productivity and effectiveness. In 1987-88, the training program will address the issues of group efficiency and individual effectiveness. A total of $150,000 has been allocated to the following programs:

Team Building and Technical Assistance will comprise major portions of the group training effort. Employees will work within their departments to develop action plans for improved organizational development. Fifty training days will assist departments and divisions in their efforts to improve management efficiency. A total of $42,500 is budgeted for this activity.

Model-Netics training will be continued to include second level and some first level supervisors. Approximately 450 employees will receive this training at a cost of $45,000.

Supervisory training will include Tools for Successful Management classes for newly hired and promoted supervisors. Two of these five-day classes are planned at a total cost of $6,000. Additional one-day supervisory-training classes will be presented on a number of subjects including employee evaluation, disciplinary procedures, and leadership styles. A total of $8,500 is allocated for this training.

BUDGET UNIT: 124 PERSONNEL DIVISION
DEPARTMENT: PERSONNEL
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EVERETT STILES

PROGRAM DISCUSSION OF 1987-88 BUDGET

General, non-supervisory training for employees will be provided which is relevant to everyday work situations. This training is designed to help the individual employee develop his or her full potential. The budget includes $9,000 for this purpose.

Contract training through the EMT consortium will be reinstituted to provide a wider variety of supervisory and non-supervisory training. These classes will be available for employees with training needs that are not met in other programs. This training will be offered in Stockton at a cost of $4,000. A Cultural Awareness workshop will also be offered on two occasions at a total cost of $1,000.

Management Development workshops will be provided for senior managers. This training, which presents current problems and alternative solutions, is appropriate for managers at the top of the organization. A total of $16,000 is reserved for this program.

The Hospital In-service Division will present a series of one-day workshops of interest to both medical and non-medical employees. A total of $10,000 is budgeted for this training.

The remaining $8,000 will be used to purchase supplies.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To explore the feasibility of having all employee related benefits administered by one department.	1. Referred to Personnel all medical benefit questions for retirees.
2. To continue to monitor and improve the County's Preferred Provider Health Plan while implementing further cost-containment features.	2. Implemented Preferred Provider contracts with out-of-County hospitals at a substantial savings.
3. To begin the meet-and-consult process for the revision of Civil Service Rules.	3. Started informal discussions with employee representatives.
4. To provide employees with a better understanding of their employee benefits, through training and distribution of written materials.	4. Conducted nine workshops relating to employee benefits. Distributed three booklets explaining the County's health insurance.
5. To continue to develop managers and provide training for all employees.	5. Utilized 4,500 days to train managers and other employees.

1987-88 OBJECTIVES

1. To seek successful negotiations with recognized representation units.
2. To continue to monitor and improve the County's Preferred Provider Health Plan while implementing further cost-containment features.
3. To continue the meet-and-consult process for the revision of the Civil Service Rules.
4. To implement certification of eligible lists by computer.
5. To continue to develop managers and provide training for all employees.

BUDGET UNIT: **124 PERSONNEL DIVISION**
DEPARTMENT: **PERSONNEL**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **EVERETT STILES**

CONCURRENCE

Mr. Everett Stiles, Manager of Personnel and Employee Relations, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **130 REGISTRAR OF VOTERS**
DEPARTMENT: **REGISTRAR OF VOTERS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **GEORGE H. CUNNINGHAM**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 423,347	$ 405,576	$ 444,436	$ 444,436	$ 38,860
• Svcs/Supplies	628,971	454,209	643,935	643,935	189,726
• Fixed Assets	356,292	40,692	39,751	39,751	(941)
Total Expend	$1,408,610	$ 900,477	$ 1,128,122	$ 1,128,122	$ 227,645
• Intrafund Trans	0	(6,000)	(4,000)	(4,000)	2,000
TOTAL APPROP	$1,408,610	$ 894,477	$ 1,124,122	$ 1,124,122	$ 229,645
Earned Revenue By Source					
• Aid-Other Govt	$ 29,727	$ 56,630	$ 27,094	$ 27,094	$ (29,536)
• Charges for Svcs	285,572	26,920	291,179	291,179	264,259
TOTAL REVENUE	$ 315,299	$ 83,550	$ 318,273	$ 318,273	$ 234,723
NET COUNTY COST					
• Mandated	$1,093,311	$ 810,927	$ 805,849	$ 805,849	$ (5,078)
ALLOCATED POSITIONS	11.0	12.0	12.0	12.0	0.0
TEMPORARY (FTE)*	7.0	2.8	4.2	4.2	1.4
TOTAL STAFFING	18.0	14.8	16.2	16.2	1.4

*Full-time equivalent

MANDATE

The Election Code mandates that the department keep and maintain the file of all registered voters in the County and conduct elections; however, the Board of Supervisors determines funds necessary to comply with these requirements.

PURPOSE

Registers all voters; conducts Federal, State, County, city, school, and Special District elections; administers campaign laws; maintains street index and precinct index for County, cities and districts; collects filing fees; certifies candidate's papers.

WORKLOAD DATA

	--------Actual---------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Registered Voters in November	154,802	185,931	181,290	189,033	197,000
Number of Countywide Elections	2	1	2	1	2
Ballots Cast in Countywide Elections	115,920	140,748	118,944	108,636	165,427

BUDGET UNIT: 130 REGISTRAR OF VOTERS
DEPARTMENT: REGISTRAR OF VOTERS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: GEORGE H. CUNNINGHAM

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$38,860 increase ($405,576 to $444,436)
- $21,604 - Increased extra-help because of two elections instead of one.
- $16,333 - Normal salary adjustments.

SERVICES & SUPPLIES
$189,726 increase ($454,209 to $643,935)
- $143,578 - Increased ballot and supply costs because of two major elections.
- $45,076 - Increased postage for two elections and for residency confirmations.
- $11,549 - Increased computer software support fees.

FIXED ASSETS
$941 decrease ($40,692 to $39,751)
- $28,800 - Replace worn voting booths.
- $8,600 - Purchase voting booths for handicapped.
- $1,064 - Purchase shelving for ballot storage.
- $1,000 - Purchase cabinet for precinct maps.
- $287 - Dehumidifier for warehouse.

REVENUES
$234,723 increase ($83,550 to $318,273)
- $248,718 - Increased amount charged cities and districts because the November 1987 election is conducted solely for the cities and districts and increased amount due to City of Stockton's new primary election.
- ($16,080) - Reduced because the State only reimburses for voter purges following a Statewide general election.

NET COUNTY COST
$5,078 decrease ($810,927 to $805,849)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Two major elections, the November 3, 1987, Uniform District Election (UDEL) and the June 7, 1988, Statewide Presidential Primary Election will be conducted in FY 1987-88. In addition, a number of smaller mail-ballot elections will be held. Because of this increased activity, this budget request is for a larger appropriation ($894,477 to $1,124,122 = $229,645) than was requested for the FY 1986-87. This expense will be offset by increased revenues ($83,550 to $318,273 = $234,723) which will result in a decrease in Net County Cost of $5,078 ($810,927 to $805,849).

The request for extra help includes 1.4 additional positions (2.8 to 4.2 = 1.4). This request will provide clerical help for the four units of the department, primarily near election time, at a cost of $48,308; a map draftsman, to make changes to precinct and district maps, at a cost of $3,217; and a map draftsman and clerical help to redraw precinct and boundary maps for City Council districts, at a cost of $6,659. This latter task, redrawing the precincts for the entire City of Stockton, is required by Measure C passed on November 4, 1986. While the extra-help request exceeds that made in FY 1986-87 ($36,580 to $58,184 = $21,604), it is $48,786 less than was actually spent in the last UDEL election, which was held in FY 1985-86 ($85,366 to $58,184 = $27,182). This savings in extra-help, is attributable primarily to the automated system purchased in FY 1985-86.

Substantial increases are requested for postage ($44,925 to $90,001 = $45,076) and for special departmental expense ($245,499 to $389,077 = $143,578) which

BUDGET UNIT: 130 REGISTRAR OF VOTERS
DEPARTMENT: REGISTRAR OF VOTERS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: GEORGE H. CUNNINGHAM

PROGRAM DISCUSSION OF 1987-88 BUDGET

covers ballots and other election supplies. Costs in both these sub-objects are directly related to the size and complexity of the elections scheduled. Funds provide for the printing and mailing of all election material, which includes sample ballots mailed to every registered voter and printed materials used at the polling places. When compared with the FY 1985-86 UDEL expenditures, the postage increase is $31,316 ($58,685 to $90,001 = $31,316) and the ballots and supply costs decrease $9,007 ($398,084 to $389,077 = $9,007).

An $11,549 rise in rents and leases of equipment ($75,680 to $87,229 = $11,549) reflects a combination of a rate increase for leasing the system software and a larger number of voters to be tallied.

Fixed Assets are requested at a total cost of $39,751. A plan was begun in FY 1986-87 to replace table-type voting booths with portable "suitcase" booths. These suitcase booths can be given to the election officers at the pre-election training classes, thus eliminating the costs of delivery. A total of 1,600 booths are to be purchased in increments of 160 each year. Booths cost $180 each, bringing the FY 1987-88 requested cost to $28,800.

Federal regulations governing Handicap Access mandate that booths for wheelchairs or other seated persons be made available in each polling place. This purchase is being spread over 10 years, also, with the first 40 booths having been bought in FY 1986-87. Funds amounting to $8,600 (40 booths at $215 each = $8,600) for 40 additional booths are requested in the FY 1987-88 budget.

Steel shelving costing $1,064 to store ballots is requested. Storage space for up to one million cards is needed to meet the requirement that voted ballots be kept for 24 months before disposal. Also requested are a map cabinet ($1,000) to store precinct maps and a dehumidifier ($287) for the warehouse to prevent the glue on 15,000 to 20,000 envelopes from sticking in humid weather. The total Fixed Assets request is $941 less than FY 1986-87's request ($40,692 to $39,751 = $941).

A revenue increase of $234,723 ($83,550 to $318,273 = $234,723) comes largely from elections held for cities and special districts, the costs of which will be borne entirely by the participating cities and districts. The November 1987 election will be entirely paid for by cities and districts while in June 1988, the extra costs attributable to the City Council Primary will be paid by the City. The estimated FY 1987-88 revenue to be received from this source is $268,718, an increase of $248,718 over FY 1986-87 ($20,000 to $268,618 = $248,718).

A number of small decreases and increases in other accounts results in a net decrease of $29,536 ($56,630 to $27,094 = $29,536) in reimbursement to be received from the State for verifying signatures on petitions, processing affidavits of registration, purging election files and other mandated costs. The largest of these is a $16,080 decrease in revenue that is available only in years when there is a general election. Since no general election will be held in the coming fiscal year, no revenue will be received.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To Conduct the November 4, 1986, General Election which will include the City of Stockton Charter Amendment run-off, if necessary, and the Manteca City Council Election.	1. Conducted the November 4, 1986, General Election without complication.

BUDGET UNIT: **130 REGISTRAR OF VOTERS**
DEPARTMENT: **REGISTRAR OF VOTERS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **GEORGE H. CUNNINGHAM**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
2. To continue staff participation in County training programs and emphasize training of election day workers.	2. Enrolled the Registrar and Assistant Registrar in the County's Model-Netics program. Three senior election personnel are currently enrolled in the Model-Netics program. The Assistant Registrar successfully completed a week-long course in computer operations taught by Data General Corporation.
3. To continue to study possible conversion of registration records to micrographics.	3. Found not cost effective to convert registration records to micrographics.

1987-88 OBJECTIVES

1. To conduct the November 3, 1987, Uniform District Election, the June 7, 1988 Statewide Presidential Primary Election (which will include Stockton's first primary election) and a number of small mail ballot elections.
2. To continue to study the possible conversion of registration records to micrographics.
3. To develop strategy for the conduct of the 1988 General Election in order to accommodate the multiplicity of consolidations.

CONCURRENCE

Mr. George H. Cunningham, Registrar of Voters, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 160 SURVEYOR
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: HENRY M. HIRATA

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 219,462	$ 242,486	$ 248,032	$ 248,032	$ 5,546
• Svcs/Supplies	14,143	15,744	128,904	117,804	102,060
• Other Charges	766,200	0	0	0	0
• Fixed Assets	1,268	0	5,840	5,840	5,840
• Operating Trans	0	223,432	0	0	$(223,432)
TOTAL APPROP	$ 1,001,073	$ 481,662	$ 382,776	$ 371,676	$(109,986)
Earned Revenue By Source					
• Charges for Svcs	$ 60,013	$ 66,000	$ 95,000	$ 95,000	$ 29,000
TOTAL REVENUE	$ 60,013	$ 66,000	$ 95,000	$ 95,000	$ 29,000
NET COUNTY COST					
• Mandated	$ 174,860	$ 192,230	$ 187,776	$ 176,676	$ (15,554)
• Discretionary	766,200	223,432	100,000	100,000	(123,432)
TOTAL	$ 941,060	$ 415,662	$ 287,776	$ 276,676	$(138,986)
ALLOCATED POSITIONS	6	6	6	6	0

MANDATE

Section 27550 of the Government Code requires the functions of a surveyor's office. In San Joaquin County, the County Surveyor is appointed by the Board of Supervisors (Section 2-2120 of the San Joaquin County Ordinance Code).

The reimbursement to the Department of Public Works for non-Road Fund related expenditures is discretionary.

PURPOSE

Performs the checking and processing of final maps, submitted by private engineers and surveyors, for compliance with local ordinance and the Subdivision Map Act of the State of California, and prepares maps and legal descriptions for all Special Districts within San Joaquin County. Also calculates and prepares documents for acquisition of parcels of land relative to County roads and County projects, prepares and reviews legal descriptions for abandonments and land acquisitions, and reviews maps processed by the six cities in the County for filing with the County Recorder for technical accuracy.

Provide the reimbursement to the Department of Public Works (Road Fund) for non-Road Fund related projects and activities.

BUDGET UNIT:	**160 SURVEYOR**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Parcel Maps	98	75	90	110	125
Records of Surveys	34	33	74	100	110
Subdivision Maps	73	50	45	55	65
Total	205	158	209	265	300

Parcel Maps are maps made by private engineers and surveyors which create four or less new parcels of land for sale, lease, or financing, which are filed with the County Recorder for public record. These maps are reviewed for technical accuracy and compliance with County Ordinances and the California Subdivision Map Act. Parcel maps from within the incorporated cities are reviewed for technical accuracy only. Currently, the City of Stockton is the only city for which this service is provided.

Records of Surveys are maps made by private engineers and surveyors of existing parcels of land, which are filed with the County Recorder for public record. The Surveyor's Division review of these maps is for technical accuracy and compliance with the Land Surveyors Act, prior to filing with the County Recorder. This service is provided for surveys of lands both within the six incorporated cities and the unincorporated areas of the County.

Subdivision Maps are maps made by private engineers and surveyors which create five or more new lots for sale or development, which are filed with the County Recorder for public record. The Surveyor's Division review of these maps is for technical accuracy and compliance with County Ordinances and the California Subdivision Map Act. This service is rendered for Subdivision Maps within the six incorporated cities of the County.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Requested amounts:

SALARIES & EMPLOYEE BENEFITS
$5,546 increase ($242,486 to $248,032)
- $5,546 - Normal salary adjustments.

SERVICES & SUPPLIES
$102,060 increase ($15,744 to $117,804)
- $1,323 - Adjustment in Communications account.
- $400 - Professional and Specialized Services increase for additional staff training.
- $100,000 - Increase reflects first year of appropriating in Surveyor's budget the reimbursement to Public Works for non-Road Fund related expenditures (see Program Discussion).

FIXED ASSETS
$5,840 (zero to $5,840)
- $5,840 - Two 5-Drawer Flat Files for maps and data of private surveys (See Program Discussion).

OPERATING TRANSFERS
$223,432 decrease ($223,432 to zero)
- ($223,432) - Decrease due to converting the contribution to the Road Fund from a transfer of a fixed amount, to a reimbursement based on eligible costs, and to budgeting the appropriation in the Services and Supplies object (see Program Discussion).

BUDGET UNIT: 160 SURVEYOR
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAG HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES

$29,000 increase ($66,000 to $95,000)

- $21,000 - Surveyor's Services - Based on continuing trend of increased activity of checking survey, parcel, and subdivision maps.
- $8,000 - Fees - Surveyor Review Legal Descriptions - Proposed new fee structure for checking legal descriptions and related activities.

NET COUNTY COST

$138,986 decrease ($415,662 to $276,676)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended appropriation will enable the Surveyor Division of the Department of Public Works to meet the mandate of the Government Code and to continue to serve the general public. As in past years, continued emphasis will be placed on streamlining the Division's operations to provide more efficient service to the public in a timely manner. The workload data indicates the total number of maps processed, from the low of 158 in 1984-85 to the projected high of 300 in 1987-88, will increase by 90%.

Revised and expanded fee schedules will be developed and presented to the Board of Supervisors early in 1987-88 for charging the public and outside agencies for checking legal descriptions, thereby increasing the Division's revenues. Currently, these fees only apply to other County departments. In addition, computer programs will continue to be developed to streamline operations of the Surveyor Division and provide more efficient service to the public and private sectors.

The recommended Flat Files ($5,840) are to store valuable unrecorded maps and data of private surveys made by private engineers which have not been filed for public record. Since these are the originals, they are valuable and useful to County staff, and the public and private sector. They are currently being stored in a metal storage building but should be properly stored in the Public Works vault.

Most revenues received by the Department of Public Works (Road Fund) must be expended on Road Fund related projects or activities. However, there are times the Department becomes involved in non-Road Fund related work and must be reimbursed for this work in order to meet State audit requirements. Consequently, since 1983-84, the Board of Supervisors has appropriated a General Fund contribution to the Road Fund to defray the costs of these non-Road Fund related expenditures. In the past, this contribution was included in a special budget unit established for this purpose. Commencing in 1987-88, in order to simplify budgeting and accounting procedures, the Contribution budget has been deleted and funds for the reimbursement of non-Road Fund related work will be appropriated in the Surveyor's budget (a General Fund budget unit). As a result, budgeting information previously provided in the Contribution budget has now been consolidated within the Surveyor's budget. Reimbursements to the Road Fund will be made based on actual eligible costs. For 1987-88, $100,000 has been appropriated in the Surveyor's "Services and Supplies" object for this purpose, with an offsetting revenue estimate budgeted in the Road Fund.

The 1986-87 budgeting change of including the contribution in the "Operating Transfers Out" object rather than the "Other Charges" object, was done to comply with State budgeting requirements.

BUDGET UNIT: 160 SURVEYOR
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER HENRY M. HIRATA

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete the investigation and implementation of a fee schedule, for adoption by the Board of Supervisors, for charging the public and outside agencies for checking legal descriptions.	1. Tracked labor costs this fiscal year in reference to checking legal descriptions for the public and outside agencies. This cost experience was used to develop revised fee schedules that are to be presented to the Board of Supervisors by the end of 1986-87.
2. To develop and implement a computer program for the indexing of maps filed with the County Recorder, which would streamline the research efforts of the public and private sectors for parcels of land Countywide.	2. Initiated investigation with reference to a computer program for record indexing.

PROGRAM DISCUSSION OF 1987-88 BUDGET

1987-88 OBJECTIVES

1. To implement the proposed revised fee schedules charging the public and private sectors for checking legal descriptions.

2. To complete the software search and implement a computer program for map and record indexing.

CONCURRENCE

Mr. Henry M. Hirata, County Surveyor, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 154 ADVERTISING COUNTY RESOURCES
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 0	$ 1,000	$ 1,000	$ 1,000	$ 0
• Other Charges	120,230	94,425	101,725	101,725	7,300
TOTAL APPROP	$ 120,230	$ 95,425	$ 102,725	$ 102,725	$ 7,300
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 120,230	$ 95,425	$ 102,725	$ 102,725	$ 7,300
TOTAL STAFFING	0	0	0	0	0

MANDATE

This function is not mandated by State law and is permissive at the discretion of the Board of Supervisors, subject to Government Code Section 26100.

PURPOSE

Provides funding for various agencies which promote and advertise the resources of San Joaquin County.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County provides funds to four agencies through this budget unit to promote and advertise the resources of San Joaquin County. These agencies are Stockton Chamber of Commerce, San Joaquin Economic Development Association, Miss San Joaquin County Pageant Association, and Stockton Convention and Visitors Bureau.

In the 1983-84 budget hearings, the Board of Supervisors established a policy that 36.5% of the revenue derived from the Transient Occupancy Tax would be used to fund the Convention and Visitors Bureau each year. As the revenue varies from year-to-year, the funding to the agency also varies. Recommended funding for 1987-88, based on anticipated revenues of $165,000, is $60,225 ($165,000 x 36.5% = $60,225).

In 1983-84 the Board also established a policy that the remaining three agencies would be funded at a fixed level which would remain the same each year. These amounts, along with the Convention Bureau funding, are shown in the table below:

Agencies	1986-87 Budget	1987-88 Recommended	Inc./(Dec.)
Stockton Chamber of Commerce	$ 5,000	$ 5,000	$ 0
S.J. Economic Development Association	35,000	35,000	0
Miss S.J.C. Pageant Association	1,500	1,500	0
Stockton Convention & Visitors Bureau	52,925	60,225	7,300
Total	$94,425	$101,725	$7,300

In addition to funding these four agencies, $1,000 is included to provide for promotional expenditures, groundbreaking ceremonies, and other official functions.

BUDGET UNIT: 161 EMPLOYEE BENEFITS
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$23,281,545	$28,449,079	$29,706,048	$29,706,048	$ 1,256,969
Total Expend	$23,281,545	$28,449,079	$29,706,048	$29,706,048	$ 1,256,969
• Intrafund Trans	(17,587,709)	(21,401,929)	(21,927,228)	(21,927,228)	(525,299)
TOTAL APPROP	$ 5,693,836	$ 7,047,150	$ 7,778,820	$ 7,778,820	$ 731,670
Earned Revenue By Source					
• Charges for Svcs	$ 5,258,565	$ 6,807,407	$ 7,541,159	$ 7,541,159	$ 733,752
TOTAL REVENUE	$ 5,258,565	$ 6,807,407	$ 7,541,159	$ 7,541,159	$ 733,752
NET COUNTY COST					
• Support	$ 435,271	$ 239,743	$ 237,661	$ 237,661	$ (2,082)
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit. However, Unemployment Compensation Insurance and some Social Security coverage is required by State or Federal mandate.

PURPOSE

Provides funds for the County's share of Unemployment Compensation Insurance, Health Insurance, Dental Insurance, Retirement, OASDI, Life Insurance, and other miscellaneous employee benefits.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$1,256,969 increase ($28,449,079 to $29,706,048)

- $738,938 - Increase in County contribution to the Retirement System.
- $653,500 - Increase in requirement for Social Security.
- ($183,619) - Reduced cost of Health Insurance costs.
- $47,834 - Increased Dental program costs.
- $10,000 - Increase in cost of Medical Insurance for retirees.
- ($14,657) - Decreased cost of Life Insurance.
- $4,973 - Increase in uniform allowances.

INTRAFUND TRANSFERS
$525,299 increase ($21,401,929 to $21,927,228)

- $525,299 - Increased requirements for the cost of benefits reflected in charges to departments and funds.

BUDGET UNIT: 161 EMPLOYEE BENEFITS
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES
$733,752 increase ($6,807,407 to $7,541,159)

- $733,752 - Increased requirement for cost of benefits reflected in charges to enterprise funds, internal service funds, and special districts.

NET COUNTY COST
$2,082 decrease ($239,743 to $237,661)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The following is the summary of the various benefit amounts recommended for 1987-88 as compared to the 1986-87 budgeted level:

Category	1986-87 Budget	1987-88 Proposed	Increase/ Decrease
• Other Employee Benefits	$ 168,959	$ 173,932	$ 4,973
• Retirement	14,261,159	15,000,097	738,938
• Medical Insurance-Retirees	400,000	410,000	10,000
• OASDI	6,108,080	6,761,580	653,500
• Life Insurance	134,407	119,750	(14,657)
• Health Insurance	6,679,982	6,496,363	(183,619)
• Dental Insurance	696,492	744,326	47,834
TOTAL	$28,449,079	$29,706,048	$ 1,256,969

The Employee Benefits budget categories of expenditure and changes are explained below:

- Other Employee Benefits - This account provides funds for uniform allowances paid to eligible employees. The Other Employee Benefits (OEB) account to fund this is increased by $4,973 (from $168,959 to $173,932).

- Retirement - Retirement costs are related to salary levels and to the results of actuarial studies conducted to assess required rates and funding levels. The requirement for the County's contribution to the Retirement System is increased by $738,938 (from $14,261,159 to $15,000,097). This increase reflects additional staff and salary adjustments. Partially offsetting the increase is the outcome of the actuarial study which recommended adjustments in rates for general members from 12.93% to 12.88%, and for safety members from 18.20% to 17.62%.

- Medical Insurance for Retirees - This category provides funds for the health insurance for retirees, paid for under the credit given retired employees for unused accumulated sick leave. Retired employees receive credit for accumulated sick leave which is converted to dollar values and applied to health insurance benefits. The purchase of the County share of health insurance for retired employees and their dependents is increased by $10,000 (from $400,000 to $410,000). The increase is based on the projected 1986-87 cost of $390,000. The Road Fund and the Animal Control program (funded from Rabies Eradication Fund) are billed directly for this cost and reflect as Intrafund Transfers. Federal and State funded programs have a portion of the cost ($107,404) of retiree insurance allocated to them by the County's Cost Allocation Program.

- OASDI - There is an increase of $653,350 (from $6,108,080 to $6,761,580) in the requirement for the County's contribution to Social Security for employees. This increase is based upon expenditures for 1986-87 since the Social Security contribution rates remain at 7.15% for 1987. The base is increased to $44,300 per employee.

BUDGET UNIT:	**161 EMPLOYEE BENEFITS**
DEPARTMENT:	**COUNTY ADMINISTRATOR**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Added last year is a new requirement imposed by HR 3128. This bill mandates that all State and local government employees hired after April 1, 1986, must be covered by Social Security's Medicare Program. This new requirement adds a contribution of 1.45% of the payroll cost to safety members (primarily law enforcement officers) and extra-help employees who have previously been exempt from Social Security in San Joaquin County. The anticipated cost of this is $130,000 in the next fiscal year.

- Life Insurance - There is a $14,657 decrease in the requirement for life insurance cost (from $134,407 to $119,750). This results from a change in rates to $20 per employee, down from $21 budgeted in 1986-87.
- Health Insurance - There is a recommended decrease of $183,619 (from $6,679,982 to $6,496,363) which results from savings from a new claim adjustments service and the new program developed by the County with the cooperation of the employee organizations. Under the new program, the County has preferred provider agreements with hospitals and physicians, as well as other health professionals at rates below those which have been previously experienced. Partially offsetting the decrease in rates per employee is an increase in eligible employees.
- Dental Insurance - This account provides funds for the County's modified self-insurance program for dental benefits. With the program negotiated beginning January 1986, the maximum benefits per year were increased from $600 to $1,000 per person. These changes are reflected in a $47,834 estimated increase in cost (from $696,492 to $744,326).

INTRAFUND TRANSFERS AND REVENUE

For departments, except internal service funds, enterprise funds, and special districts, the reimbursement for employee benefits is through Intrafund Transfers. For the internal service funds, enterprise funds, and special districts, revenue is received by this budget to pay for the cost of the benefits applicable to those departments or programs. The following is a summary of those reimbursement categories:

Category	1986-87 Budget	1987-88 Proposed	Increase/ Decrease
• Intrafund Transfers	$21,401,929	$21,927,228	$ 525,299
• Revenues-Other Funds	6,807,407	7,541,159	733,752
TOTAL	$28,209,336	$29,468,387	$ 1,259,051

The Net County Cost of $237,661 as proposed for Fiscal Year 1987-88 reflects exclusively the net General Fund cost of the health insurance for retirees. This is a reduction of $2,082 from the current fiscal year cost of $239,743.

BUDGET UNIT: 162 RETIREMENT-ADMINISTRATION
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR R. DESROSIERS

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 112,224	$ 159,050	$ 185,296	$ 182,796	$ 23,746
• Svcs/Supplies	61,176	133,246	141,104	129,804	(3,442)
• Fixed Assets	0	0	2,190	1,600	1,600
Total Expend	$ 173,400	$ 292,296	$ 328,590	$ 314,200	$ 21,904
• Intrafund Trans	(139,649)	(52,404)	(39,374)	(39,374)	13,030
TOTAL APPROP	$ 33,751	$ 239,892	$ 289,216	$ 274,826	$ 34,934
Earned Revenue By Source					
• Charges for Svcs	$ 135,252	$ 57,509	$ 47,448	$ 47,448	$(10,061)
TOTAL REVENUE	$ 135,252	$ 57,509	$ 47,448	$ 47,448	$(10,061)
NET COUNTY COST					
• Support	$ (101,501)	$ 182,383	$ 241,768	$ 227,378	$ 44,995
ALLOCATED POSITIONS	3.0	5.0	5.0	5.0	0
TEMPORARY (FTE)*	0.7	0.0	0.2	0.0	0
TOTAL STAFFING	3.7	5.0	5.2	5.0	0

*Full-time equivalent

MANDATE

The functions and cost of this budget unit are mandated only if the Board of Supervisors adopts a retirement system. In 1946, the San Joaquin County Board of Supervisors established a County retirement system pursuant to Government Code Section 31500. Government Code Section 31580 requires that the Board of Supervisors appropriate annually the necessary funds to defray the entire expense of administration of the retirement system based upon budget estimates prepared by the Treasurer.

PURPOSE

Administers the County Employees' Retirement System and related benefits, including the administration of the funds appropriated for retirement, Social Security benefits, and the health and life insurance programs for retirees.

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Assets	$218,795,006	$248,377,665	$281,085,600	$320,000,000	$356,000,000
Active Members	3,349	3,421	3,544	3,715	3,750
Deferred	227	261	269	276	300
Retirees	1,423	1,487	1,554	1,624	1,694

BUDGET UNIT:	**162 RETIREMENT-ADMINISTRATION**
DEPARTMENT:	**TREASURER-TAX COLLECTOR**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**EDGAR R. DESROSIERS**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$23,746 increase ($159,050 to $182,796)

- $21,609 - Full-year funding for Retirement Manager and Retirement Clerk added in mid-1986-87 and normal salary adjustments.

SERVICES & SUPPLIES

$3,442 decrease ($133,246 to $129,804)

- $2,700 - Increase in office expense for envelopes to mail warrants (formerly budgeted by Auditor).
- $5,422 - Increase in postage to mail warrants and special materials.
- $3,005 - Upgrade PC purchased in prior year.
- ($2,891) - Decrease in Data Processing Direct Charges.
- ($12,000) - Decrease in Professional Services to reflect actual expenditures.

FIXED ASSETS

$1,600 increase (zero to $1,600)

- $850 - Typewriter.
- $750 - Calculators (3).

INTRAFUND TRANSFERS

$13,030 decrease ($52,404 to $39,374)

- ($13,030) - Adjustment in Auditor's Cost Allocation Plan.

REVENUES

$10,061 decrease ($57,509 to $47,448)

- ($10,061) - Adjustment in Auditor's Cost Allocation Plan.

NET COUNTY COST

$44,995 increase ($182,383 to $227,378)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Retirement Administration budget request is designed to maintain services to the County Employees' Retirement System and administer the funds appropriated for benefits for retirees. There are 1,624 retirees at the end of FY 1986-87 and the projected retirement payroll will be approximately $14,000,000 in 1987-88.

A $2,700 increase in office supplies ($3,300 to $6,000) and $5,422 in postage ($3,000 to $8,422) are requested primarily to buy envelopes and postage to mail retirement warrants. This mailing, which was done by the Auditor until late in 1986-87, costs more than $300 each month in postage alone. Additional postage increases stem from special mailings to retirees planned for 1987-88 to explain new IRS laws and check signatures, and two elections for Retirement Board members. An upgrade, costing $3,005, for the personal computer is requested to expand its usefulness to the office.

These increases are offset by a decrease of $12,000 in funds allocated to provide professional services in retirement hearings ($87,000 to $75,000). Actual expenditures over the last five years show that the most ever spent in one year from this fund was $65,710 in 1982-83, while the average expenditure has been approximately $40,000.

A typewriter ($850) and 3 calculators ($250 each) are requested to replace obsolete equipment and provide equipment for positions added in 1986-87.

BUDGET UNIT: 162 RETIREMENT-ADMINISTRATION
DEPARTMENT: TREASURER-TAX COLLECTOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: EDGAR R. DESROSIERS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete automation of stocks and bonds records.	1. Started automation of stocks and bonds records. This job is to be completed in 1987-88.
2. To automate health insurance reporting, reprogramming retirement payroll to eliminate as much manual process as possible.	2. Coded the retirement payroll by zip code, which saves time for the mailroom.
3. To provide for further deduction expansion.	3. Added a United Way deduction and a dental insurance premium deduction to the payroll.

1987-88 OBJECTIVES

1. To finish automation of the stocks and bonds records and reduce the number of issues in the Bond portfolio from 850 to 100.
2. To have information meetings about retirement for active employees at the request of any department.
3. To create a new employee information packet to go along with the retirement information booklet.
4. To gather and maintain a file of birth certificates on active employees to help reduce errors in age rates.
5. To have data entry of the contributions register done in Retirement. This is now done in the Treasury.

CONCURRENCE

Mr. Edgar R. Desrosiers, Treasurer-Tax Collector, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 163 INSURANCE
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 2,000,000	$2,000,000	$ 2,000,000	$ 2,000,000	$ 0
Total Expend	$ 2,000,000	$2,000,000	$ 2,000,000	$ 2,000,000	$ 0
• Intrafund Trans	(595,442)	(755,163)	(1,163,248)	(1,163,248)	(408,085)
TOTAL APPROP	$ 1,404,558	$1,244,837	$ 836,752	$ 836,752	$(408,085)
Earned Revenue By Source					
• Charges for Svcs	$ 1,401,586	$1,244,837	$ 836,752	$ 836,752	$(408,085)
TOTAL REVENUE	$ 1,401,586	$1,244,837	$ 836,752	$ 836,752	$(408,085)
NET COUNTY COST					
• Support	$ 2,972	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The State of California requires employers to provide Workers' Compensation Insurance coverage for their employees. No specific mandate exists for the provision of casualty insurance, other than prudent business practice.

PURPOSE

Provides funds for the County's Casualty and Workers' Compensation Insurance Programs.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County has been partially self-insured for Casualty Insurance since December 1, 1974 and for Workers' Compensation since July 1, 1977. The funds in the two trust funds which finance these programs provide for the following requirements of each program: purchase of excess insurance coverage, claims adjusting services, payment of claims, trust fund reserves, and intra-County administrative and legal costs.

The recommended appropriation for 1987-88 in Services and Supplies is $2 million, the same as for the current fiscal year. This amount will finance the Casualty Insurance Program and the Workers' Compensation Insurance Program at $1 million each.

- Casualty Insurance requires a $1 million appropriation, which is $1 million less than the current fiscal year. Excess insurance premiums proved to be so high for general liability and malpractice in 1985-86 that this additional protection was dropped. The County continues to maintain excess insurance for some minor items of special exposure.

  Currently, the maximum reserve level for the Casualty Insurance Trust Fund is set at $15 million. The reserve fund has not reached that level. Consultants engaged to study the County's self-insurance program in 1986 confirmed the appropriateness of the current reserves. Since interest earning on the Casualty Insurance Trust Fund is approximately $1 million annually, the contribution may be reduced to $1 million for 1987-88.

BUDGET UNIT: 163 INSURANCE
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Workers' Compensation requires an appropriation of $1 million for 1987-88. The Workers' Compensation Insurance Trust Fund maximum reserve level is set at $7.5 million. Based upon expected costs and projected interest earnings, it is believed that a $1 million contribution to the fund will be sufficient for 1987-88. There was no appropriation in 1986-87 for this program.

- A Consultant's review was completed recently and provided recommendations for improving the Risk Management Program. The consulting firm of Warren, McVeigh, and Griffin, Inc. was engaged to provide a comprehensive review of the County's activities in risk management and to perform actuarial studies of the County's self-insured Workers' Compensation and Casualty Insurance Programs. The consultants confirmed the appropriateness of the current reserve levels and provided suggested administrative changes which are being implemented.

- Administrative and Legal Costs are billed to the insurance programs from Personnel Division and the County Counsel's office. These projected costs for Casualty Insurance and Workers' Compensation are estimated as follows for 1987-88:

Personnel	Casualty Insurance & Workers' Comp.
Mgr. Personnel & Emp. Relations	$ 8,360
Deputy Mgr. of Personnel	6,632
County Safety & Risk Manager	60,159
Risk Mgmt. Prevention Coordinator	45,457
Assistant Safety Officer	42,752
Administrative Assistant	1,377
Specialist Clerk	48,694
Service and Stores	16,917
Overhead	53,357
Audio Visual	4,270
Loss Control	1,945
Data Processing Charges	2,809
	$292,729
County Counsel	
Chief Litigation Deputy	$ 78,572
Litigation Deputy IV (2)	143,762
Litigation Research Analyst	53,287
Senior Legal Stenographer	32,901
Services and Supplies	40,198
	$348,720

- Cost recovery is achieved through revenue received from enterprise funds, internal service funds, and special districts governed by the Board of Supervisors which pay their pro rata share of insurance costs. Charges to other County departments and funds are received as intrafund transfers. The total of these, added to the revenue, completely reimburse this budget unit and the General Fund for the cost of the insurance program. The anticipated charges are as follows:

	1986-87	1987-88	Change
Enterprise Funds	$1,160,069	$ 795,834	($364,235)
Internal Service Funds	44,624	24,479	(20,145)
Special Districts	40,144	16,439	(23,705)
Total Revenues	$1,244,837	$ 836,752	($408,085)
Intrafund Transfers	755,163	1,163,248	408,085
Total Cost Recovery	$2,000,000	$2,000,000	$ 0

BUDGET UNIT: **165 REBATES AND REFUNDS**
FUNCTION: **GENERAL GOVERNMENT**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 60,631	$ 59,000	$ 59,000	$ 59,000	$ 0
TOTAL APPROP	$ 60,631	$ 59,000	$ 59,000	$ 59,000	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Support	$ 60,631	$ 59,000	$ 59,000	$ 59,000	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit.

PURPOSE

Provides funds to cover refunds of unused licenses, permits, and other payments erroneously made into the County's General Fund.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Rebates and Refunds Budget is subject to unknown demands which can fluctuate considerably from year-to-year. Based upon the level of activity for this budget unit over the last two years, $59,000 is again recommended for the 1987-88 appropriation.

BUDGET UNIT: 166 MOTOR POOL CONTRIBUTION
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 387,326	$ 0	$ 0	$ 0	$ 0
• Operating Trans	0	630,380	288,219	288,219	(342,161)
TOTAL APPROP	$ 387,326	$ 630,380	$ 288,219	$ 288,219	$(342,161)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Support	$ 387,326	$ 630,380	$ 288,219	$ 288,219	$(342,161)
TOTAL STAFFING	0	0	0	0	0

MANDATE

The functions of this budget unit are not mandated.

PURPOSE

Provides the General Fund contribution to the Motor Pool Internal Service Fund for the purchase of additional vehicles, and for the difference between the original purchase price of a vehicle to be replaced and the current higher replacement cost due to inflation.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Vehicles Purchased:					
Motor Pool - Replacement	85	89	107	106	94
Motor Pool - Additional	9	9	4	18	2
Total	94	98	111	124	96

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County's Motor Pool and Garage repairs and maintains various types of vehicles under policies established by the Board of Supervisors. A pool of vehicles is maintained near the Courthouse, and for the outlying departments, vehicles are assigned for use in those areas. The total County fleet numbers approximately 550.

In 1986-87, a total of 124 vehicles were approved for purchase at a cost of approximately $1,322,243, with a net contribution to the Motor Pool of $630,380. For 1987-88, it is recommended that 96 vehicles be replaced at a total cost of $1,015,048, with a net contribution to the Motor Pool of $288,219. A comparison is shown below:

	1986-87	1987-88	Inc./Dec.
Total Cost	$1,322,243	$1,015,048	$(307,195)
Contribution	$ 630,380	$ 288,219	$(342,161)

BUDGET UNIT: MOTOR POOL INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: HENRY M. HIRATA

Motor Pool Fund: ISF	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Sal/Benefits	$ 617,511	$ 654,276	$ 731,971	$ 731,971	$ 77,695
• Svcs/Supplies	947,626	985,555	1,122,569	1,122,569	137,014
• Cost of Goods Sold	742,016	795,700	795,000	795,000	(700)
TOTAL EXPENSES	$ 2,307,153	$ 2,435,531	$ 2,649,540	$2,649,540	$ 214,009
REVENUE					
• Charges for Svcs	$ 2,414,582	$ 2,351,193	$ 2,540,391	$2,540,391	$ 189,198
• Other Revenue	98,629	84,338	109,149	109,149	24,811
TOTAL REVENUE	$ 2,513,211	$ 2,435,531	$ 2,649,540	$2,649,540	$ 214,009
REVENUE OVER (UNDER) EXPENSES	$ 206,058*	$ 0	$ 0	$ 0	$ 0
FIXED ASSETS PURCHASES					
• Vehicle Replacement	$ 1,143,742	$ 1,322,243	$ 1,015,048	$1,015,048	$(307,195)
• Shop Equipment	11,663	22,500	8,605	8,605	(13,895)
TOTAL FIXED ASSETS	$ 1,155,405	$ 1,344,743	$ 1,023,653	$1,023,653	$(321,090)
ALLOCATED POSITIONS	21.0	21.0	22.0	22.0	1.0
TEMPORARY (FTE)**	0.8	0.0	1.0	1.0	1.0
TOTAL STAFFING	21.8	21.0	23.0	23.0	2.0

*Credited to users in 1986-87
**Full-time equivalent

MANDATE

There is no specific mandate to provide a Motor Pool and Garage. The level of service is discretionary. Government Code Section 25260 provides the authority by which the Board of Supervisors established the Motor Pool Internal Service Fund.

PURPOSE

Provides transportation and vehicle maintenance services to County departments on a reimbursable basis.

WORKLOAD DATA

Motor Pool activities include servicing, repairing, and disposing of various types of automobiles and trucks under policies established by the California Vehicle Code and the Board of Supervisors. A pool of vehicles is maintained in downtown Stockton for use by departments located in the Courthouse area. For the outlying departments, vehicles are assigned for use in those areas. The total vehicle fleet currently numbers 550.

BUDGET UNIT: **MOTOR POOL INTERNAL SERVICE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Completed PM Services	1,144	1,250	1,292	1,220	1,310
Completed Repair Services	1,866	2,039	2,560	2,743	2,650
New Vehicles Prepared for Service	87	98	122	135	90
Old Vehicles Prepared for Sale	87	98	122	122	101
Trip Tickets Issued	24,505	25,645	26,320	27,200	27,800

Preventative Maintenance Services (PM) includes scheduled lubrication services, safety inspections, and manufacturers' recall repairs. These services, excluding manufacturers' recall notices, are performed at 6,000 mile intervals.

Repair Services includes all minor and major repairs accomplished on vehicles between scheduled preventative maintenance services.

New Vehicle Preparation includes developing specifications for new vehicles, establishing historical records, assigning and installing County numbers on each vehicle, and installing departmental specialized equipment such as, security screens, decals, radio equipment, tow hitches, light bars, etc.

Old Vehicle Preparation includes removing all County decals, numbers, specialized equipment and exempt license plates, and performing a vehicle safety inspection and repairs as needed, to assure that each vehicle meets the minimum safety and emission standards set forth in the California Vehicle Code, prior to sale.

Trip Tickets Issued represents the number of times pool vehicles in the downtown garage are dispatched to various departments throughout the year. The trip tickets are also used to charge various departments for the use of pool vehicles.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$77,695 increase ($654,276 to $731,971)

- $29,208 - Normal salary adjustments.
- $25,190 - Addition of one Automotive Mechanic position (10 months funding). (See Program Discussion).
- $23,000 - Increase in Extra-Help account (see Program Discussion).

SERVICES & SUPPLIES

$137,014 increase ($985,555 to $1,122,569)

- $70,226 - Increase in Vehicle Depreciation expense due to increase in cost of vehicles and revised replacement policies.
- $2,997 - Increase in Shop Equipment Depreciation expense due to new equipment.
- $4,178 - Increase in Accident Repairs expense based on prior years' experience.
- $7,197 - Increase in Professional/Specialized Services, primarily for services of computer consultant for software programming.
- $6,180 - Increase in Maintenance Structures and Grounds expense (maintenance for fuel tanks, pumps, hoists, etc.).
- $2,990 - Increase in Workers' Compensation Insurance.
- $40,014 - Increase in Service Department costs.
- $4,260 - Increase in Shop Supplies (miscellaneous cleaning supplies and low cost shop parts such as nuts, bolts, washers, etc.).

BUDGET UNIT:	**MOTOR POOL INTERNAL SERVICE FUND**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**GENERAL GOVERNMENT**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

SUMMARY OF MAJOR BUDGET CHANGES

COST OF GOODS SOLD

$700 decrease ($795,700 to $795,000)

- ($700) - This object represents the purchase of tires, gasoline, and lubricants.

REVENUES

$214,009 increase ($2,435,531 to $2,649,540)

- $214,009 - All expenditures are offset by charges to users.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County's Motor Pool and Garage repairs and maintains various types of vehicles under policies established by the Board of Supervisors. In Fiscal Year 1986-87, the Motor Pool purchased an Automotive Diagnostic Computer Analyzer. This analyzer has significantly increased Motor Pool's capability of diagnosing problems with modern vehicle on-board computers and related components. The mechanic is now able to quickly and accurately identify failed components without using the process-of-elimination method formerly used.

The 1987-88 budget includes the recommended addition of an Automotive Mechanic position at a first year's cost of $25,190, including benefits. All costs are reimbursed to the Motor Pool by the user departments. Since 1983, the Motor Pool's workload has increased significantly due to the addition of 55 vehicles to the fleet (an 11% increase) and to several changes in the vehicle replacement policy that have resulted in the more frequent replacement of certain types of vehicles. The increase in fleet size and the changes in replacement policy has generated 2,259 hours of additional workload for the Repair Shop. This added workload has had a significant impact on Motor Pool's ability to perform timely preventative (safety) and corrective maintenance inspections and repairs on the County's vehicle fleet. Several operational changes have been made since 1983 to improve efficiency which resulted in a gain of approximately 300 productive manhours. Extra-help and overtime have also been used to absorb the added workload. However, the increased workload is stable year-round, and a long-term solution is now necessary.

Although no funds were budgeted in 1986-87 for extra-help mechanics, it is estimated that, due to the heavy workload, nearly $9,000 will be expended for this purpose by the end of the current fiscal year. For 1987-88, $23,000 is requested for this purpose because, although an additional mechanic is being recommended, the productive manhours of one position will not equal the 2,259 hours of additional workload. The intent is to utilize extra-help as required and reevaluate the Motor Pool's full-time staffing needs at the end of 1987-88.

Revenues are derived from charges to user departments for the use of vehicles on a mileage or time basis. Since it is the intent of an Internal Service Fund to operate on a break-even basis, the mileage and hourly rates are reviewed periodically and adjusted accordingly. For 1987-88, it is anticipated that mileage and hourly rates will remain the same with the exception of patrol cars (from 31¢ to 32¢ per mile) and Sheriff's undercover vehicles (from 23¢ to 38¢ per mile). These increases were necessary due to changes made in vehicle replacement policies for this type of vehicles. For patrol cars, the increase will result in an additional charge to the Sheriff's budget in 1987-88 of approximately $18,000 (based on an estimated annual mileage of 1,800,000 miles). For Sheriff's undercover vehicles, in 1987-88 the increase will add approximately $22,200 (based on an estimated annual mileage of 148,000 miles).

BUDGET UNIT: MOTOR POOL INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

For 1987-88, the Motor Pool mileage and hourly rates are as follows:

Rental Units	1987-88 Mileage Rate *
Sub-compact	20¢
Compact	21¢
Intermediate	23¢
Full Size	23¢
Station Wagon	26¢
Compact Pickup	23¢
1/2-Ton Pickup	26¢
3/4-Ton Pickup	31¢
Carryalls & Vans	32¢
Patrol Cars	32¢
Undercover Cars	38¢

*Mileage rates, with the exception of patrol and undercover cars, have remained unchanged for four consecutive years.

Time & Materials Units*

Hourly Rate	$39.50 per hour
Plus materials @ cost + 20%	

*Vehicles or equipment either not owned by the Motor Pool (specialty units owned by an individual department), or owned by the Motor Pool for which an accurate mileage rate would be difficult to establish.

1987-88 VEHICLE PURCHASES

Fixed Assets Purchases is presented here for informational purposes only. The following are the numbers and types of vehicles recommended for purchase in 1987-88, by department. In 1986-87, a total of 124 vehicles were purchased at an approximate cost of $1,322,243. For 1987-88, 96 vehicles are recommended for purchase at an estimated total cost of $1,015,048. For details regarding the General Fund contribution for the purchase of vehicles, see Budget Unit No. 166, "Motor Pool Contribution".

DEPARTMENT		ESTIMATED UNIT COST	ESTIMATED TOTAL COST
Agriculture			
1 - Compact	@	$ 8,731	$ 8,731
1 - 1/2-Ton Pickup	@	11,130	11,130
2			$ 19,861
Airport			
1 - Patrol Car	@	$ 11,500	$ 11,500
1 - 1/2-Ton Pickup	@	11,130	11,130
2			$ 22,630
Animal Control			
2 - 1/2-Ton Pickup	@	$ 11,130	$ 22,260
Building Inspection			
2 - Compact	@	$ 8,731	$ 17,462
2 - Compact Pickup	@	9,550	19,100
4			$ 36,562

BUDGET UNIT: MOTOR POOL INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: HENRY M. HIRATA

1987-88 VEHICLE PURCHASES

DEPARTMENT		ESTIMATED UNIT COST	ESTIMATED TOTAL COST
Community Action Agency			
1 - Compact	@	$ 8,731	$ 8,731
Cooperative Extension			
2 - Compact	@	$ 8,731	$ 17,462
1 - Van	@	16,500	16,500
3			$ 33,962
District Attorney			
1 - Compact	@	$ 8,731	$ 8,731
D.A. - Family Support			
2 - Compact	@	$ 8,731	$ 17,462
Employment and Training			
1 - Compact	@	$ 8,731	$ 8,731
Government Buildings			
1 - Compact Pickup	@	$ 9,550	$ 9,550
1 - 1/2-Ton Pickup	@	11,130	11,130
2			$ 20,680
Juvenile Hall			
1 - Station Wagon	@	$ 10,500	$ 10,500
Mental Health			
1 - Compact	@	$ 8,731	$ 8,731
1 - Compact Pickup	@	9,550	9,550
2			$ 18,281
Motor Pool			
3 - Compact	@	$ 8,731	$ 26,193
1 - Mid-Size	@	9,780	9,780
4			$ 35,973
Parks and Recreation			
1 - Mid-Size	@	$ 9,780	$ 9,780
4 - 1/2-Ton Pickup	@	11,130	44,520
2 - 3/4-Ton Pickup	@	12,135	24,270
7			$ 78,570
Planning			
1 - Compact	@	$ 8,731	$ 8,731
Probation - Co-Op			
1 - Mid-Size	@	$ 9,780	$ 9,780

BUDGET UNIT: **MOTOR POOL INTERNAL SERVICE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 VEHICLE PURCHASES

DEPARTMENT		ESTIMATED UNIT COST	ESTIMATED TOTAL COST
Public Works			
1 - 1/2-Ton Pickup	@	$ 11,130	$ 11,130
2 - 3/4-Ton Pickup	@	12,135	24,270
3			$ 35,400
Sheriff - Patrol			
22 - Patrol Car	@	$ 11,500	$ 253,000
Sheriff - Undercover*			
22 - Used Mid-Size	@	$ 10,182	$ 224,000
Sheriff - Others			
2 - Compact	@	$ 8,731	$ 17,462
6 - Mid-Size	@	9,780	58,680
1 - 1/2-Ton Pickup	@	11,130	11,130
2 - Van	@	14,350	28,700
11			$ 115,972
Weights and Measures			
1 - Compact	@	$ 8,731	$ 8,731
1 - Van	@	16,500	16,500
2			$ 25,231
96**		TOTALS	$1,015,048

*Actual replacement is 11 units every six months, or 22 per fiscal year.
**This total includes 11 additional undercover units to be replaced after six months. Actual initial purchase will be 85 vehicles.

The 1987-88 Shop Equipment request includes the following items:

- $700 - Desk with Typing Return
- $315 - Computer Work Station
- $340 - Storage Cabinet
- $600 - Refrigerator
- $6,000 - Wet/Dry Brake Vacuum Cleaner (2)

$8,605

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue seeking company-sponsored training classes for the Mechanic I positions.	1. Attended a total of 109 hours of training this fiscal year; training included: Model-Netics class; Front End Alignment; Tune-Up and Emissions; and the use of the newly acquired Automotive Diagnostic Computer Analyzer.

BUDGET UNIT: MOTOR POOL INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. To develop additional computer programs for tracking budget expenditures and revenues.	2. Installed a comprehensive Local Area Network (LAN) system which is 30% completed. The LAN system will permit transfer of information from the Inventory System to the Vehicle Historical Data System. It will also provide the Motor Pool Superintendent access to all data being collected which can be used to conduct trend analysis, cost analysis, etc.
3. To purchase a diagnostic computer system tester which will enable the Motor Pool Repair Shop to quickly analyze and diagnose vehicle on-board computer systems.	3. Purchased an Automotive Diagnostic Computer Analyzer and 16 hours of training has been received by seven mechanics. It is anticipated that once the mechanics become proficient in the use of the Analyzer, the manhours required to properly diagnose vehicle on-board computer-related problems will be cut by 80%.

1987-88 OBJECTIVES

1. To complete a Local Area Computer Network System.
2. To implement the County's new Patrol Car Replacement Policy.
3. To provide update training to all mechanics on new automobile on-board computer systems and front wheel drive maintenance procedures.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 16701 **JUDGMENTS AND DAMAGES**
FUNCTION: **GENERAL GOVERNMENT**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 0	$ 500	$ 500	$ 500	$ 0
TOTAL APPROP	$ 0	$ 500	$ 500	$ 500	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Support	$ 0	$ 500	$ 500	$ 500	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit; however, judgments are legally binding on the County.

PURPOSE

Provides funds for the payment of miscellaneous judgments and damages that may be assessed against the County during the fiscal year.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Judgments and Damages budget unit was once utilized to pay claims against the County for livestock losses caused by predatory animals. In Fiscal Year 1983-84, the Board took action to discontinue this practice, and funds appropriated here are now used exclusively to pay other miscellaneous claims against the County.

The actual required amount to support the payment of judgments and damages is subject to fluctuation from year-to-year. The following data illustrates the lack of any pattern for payments:

1978-79	$1,868
1979-80	523
1980-81	484
1981-82	1,144
1982-83	848
1983-84	620
1984-85	5,000
1985-86	0
1986-87 (Estimated)	0

The large expenditure for FY 1984-85 was caused by a reparation payment to a County employee who was held in an internment camp while in the employ of the County during World War II.

Because of the large variability in payment over the years, it is recommended that an appropriation of $500 again be established for 1987-88. However, it may become necessary to appropriate additional funds during the course of the year as the exact number and amount of claims are determined.

BUDGET UNIT: **180 EQUIPMENT DEPRECIATION AND BUILDING USE ALLOWANCE**
FUNCTION: **GENERAL GOVERNMENT**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Intrafund Trans	$ (35,801)	$ (24,802)	$ (25,254)	$ (25,254)	$ (452)
TOTAL APPROP	$ (35,801)	$ (24,802)	$ (25,254)	$ (25,254)	$ (452)
Earned Revenue By Source					
• Charges for Svcs	$ 504	$ 0	$ 1,496	$ 1,496	$ 1,496
TOTAL REVENUE	$ 504	$ 0	$ 1,496	$ 1,496	$ 1,496
NET COUNTY COST					
• Support	$ (36,305)	$ (24,802)	$ (26,750)	$ (26,750)	$ (1,948)
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit.

PURPOSE

Provides a depreciation accounting mechanism related to the Federal Cost Allocation Plan.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides an accounting entity by which various depreciation charges can be made by the Auditor's Office according to the Federal Cost Allocation Plan. Funding is neither requested nor recommended since the budget unit serves as a clearing account for depreciation. It is anticipated that during 1987-88, approximately $25,000 worth of depreciation expense will be credited to this budget unit from other County operating entities as a reduction to total General Fund costs.

BUDGET UNIT: **259 RECORDER**
DEPARTMENT: **RECORDER**
FUNCTION: **GENERAL GOVERNMENT**
RESPONSIBLE MANAGER: **YVONNE UDALL**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 395,855	$ 431,751	$ 495,853	$ 495,853	$ 64,102
• Svcs/Supplies	92,858	89,023	103,487	102,317	13,294
• Fixed Assets	20,329	0	0	0	0
Total Expend	$ 509,042	$ 520,774	$ 599,340	$ 598,170	$ 77,396
• Intrafund Trans	(2,174)	(1,600)	(3,900)	(3,900)	(2,300)
TOTAL APPROP	$ 506,868	$ 519,174	$ 595,440	$ 594,270	$ 75,096
Earned Revenue By Source					
• Aid-Other Govt	0	0	0	0	0
• Chrgs for Svcs	$ 881,735	$ 709,520	$ 765,530	$ 765,530	$ 56,010
TOTAL REVENUE	$ 881,735	$ 709,520	$ 765,530	$ 765,530	$ 56,010
NET COUNTY COST					
• Mandated	$ (374,867)	$ (190,346)	$ (170,090)	$ (171,260)	$ 19,086
ALLOCATED POSITIONS	16	17	17	17	0

MANDATE

Legislative mandates create the office of the County Recorder and set forth the duties of that office. The duties of the County Recorder are set forth in Sections 27201-27383 of the Government Code. Division 9, Section 10000 of the Health and Safety Code governs the processing and handling of vital statistics records.

PURPOSE

To create and maintain property, birth, marriage, and death records.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Documents Recorded	90,603	92,800	102,589	140,600	154,000
Vital Statistics	13,800	13,620	13,700	14,000	15,900

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$64,102 increase ($431,751 to $495,853)

- $34,208 - Normal salary adjustments.
- $22,362 - Full-year funding for Clerk II position added midyear.
- $7,532 - Reclassification of positions.

BUDGET UNIT: 259 RECORDER
DEPARTMENT: RECORDER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: YVONNE UDALL

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$13,294 increase ($89,023 to $102,317)

- $16,000 – Increase in postage due to larger volume of documents recorded.
- ($9,016) – Decrease in data processing costs.
- $6,500 – Cost of microfiche formerly budgeted in data processing account.
- ($2,099) – Reduced communications costs reflects actual usage.
- $1,800 – Increase of costs of supplies necessary for increased activity.

REVENUES
$56,010 increase ($709,520 to $765,530)

- $39,044 – Reflects anticipated increase in documents recorded.
- $16,966 – Transfers from micrographics Trust Fund made as needed.

NET COUNTY COST
$19,086 increase ($190,346 to $171,260)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The new County Recorder will continue the modernization and automation program begun several years ago. This program will be funded from fees charged by the Recorder which are restricted in use to creation of a modern recorded document system. These fees, which are deposited into Trust Funds, are not shown in this budget until transferred to the General Fund. In 1987-88, $76,486 will be used from these fees for the following:

- Two Data Entry Operators I, hired in 1981, will continue the creation of indices for documents recorded before 1975. The cost for these positions will be approximately $24,000 each.

- One Clerk II at the vital statistics counter will be funded for six months ($11,181). This position, added in December 1986 on a trial basis, was to be funded for one year from fees.

- Maintenance contract on the IBM computer ($17,987).

- First-year maintenance on map printer purchased in 1986-87 ($200).

The Recorder is requesting that the Clerk II position in Vital Statistics be retained and that the costs be assumed by the General Fund ($11,181 for the first year). Historically, the Vital Statistics section has been staffed by one person with assistance at busy periods from other office staff. The activity has now increased to a level that demands a minimum of two clerks. Each day, the section averages 250 contacts and collects approximately $300 in fees which go to the General Fund. Using staff from the other sections of the office is no longer practical because the activity there has increased even more than in Vital Statistics.

The requested budget reflects a 10% increase in Net County Cost ($190,346 to $171,260 = $19,086). This is primarily due to salary adjustments ($34,208) and reclassification, in 1986, of two positions to operate the IBM computer ($7,532). An increase of $16,000 for postage and $1,800 for office supplies is requested to handle the anticipated increase in workload. Data processing costs, which averaged $37,000 annually before the installation of the IBM system, have dropped to approximately $6,300. This account will be used in 1987-88 for the purchase of computer paper and tapes.

Estimated Revenues have increased $56,010 ($709,520 to $765,530) reflecting an anticipated $39,044 growth in fees. The Department also collects a documentary transfer tax which is not shown in this budget. Revenues from this tax are estimated at $1,007,220 for 1987-88.

BUDGET UNIT: 259 RECORDER
DEPARTMENT: RECORDER
FUNCTION: GENERAL GOVERNMENT
RESPONSIBLE MANAGER: YVONNE UDALL

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To convert 35mm film jackets to 16mm reels with "blips" as funds from fees are available.	1. Requested proposals from vendors for conversion of film.
2. To explore the feasibility of obtaining a Bruning blue-line copier to allow creation of full-scale maps for sale to the public. Present system is limited to 11" x 17" copies which are not satisfactory for engineers, public utilities, and other technical applications.	2. Obtained Engineering Printer for reproduction of scale size maps; currently providing copies of these same maps to the public.

1987-88 OBJECTIVES

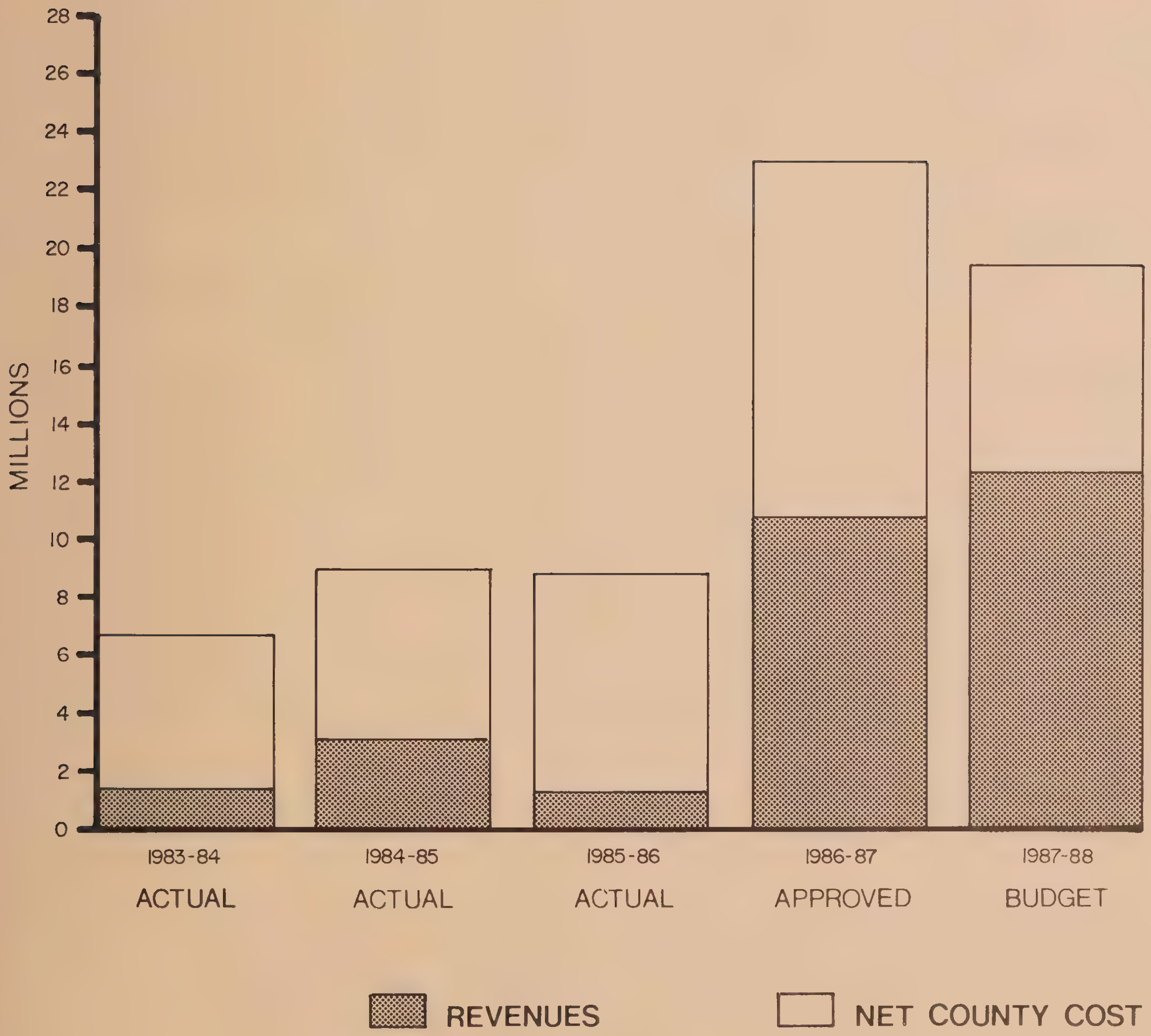
1. To convert all of the 35mm film jackets to 16mm blipped reels.
2. To continue the computerized indexing of real property records.
3. To continue the historical computerized indexing of geographical designations of Records of Surveys, Parcel Maps, and Maps & Plats.

CONCURRENCE

Mrs. Yvonne Udall, County Recorder, agrees with the budget as proposed for 1987-88.

Capital Maintenance and Improvement

CHANGE IN PROGRAM EXPENDITURES



Capital Maintenance and Improvement

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 10202-CAO-Capital Projects	$ 211,656	$ 3,000	$ 3,000	$ (208,656)
• 14200-Government Buildings	5,629,707	4,685,498	4,461,833	(1,167,874)
• 14800-Public Improvement	18,969,231	19,762,897	15,579,897	(3,389,334)
SUB-TOTAL	$24,810,594	$24,451,395	$20,044,730	$(4,765,864)
Less: Intra-County Transactions	(1,740,567)	(495,307)	(495,307)	(1,245,260)
TOTAL CAPITAL MAINT & IMPROVEMENT	$23,070,027	$23,956,088	$19,549,423	$(3,520,604)

BUDGET UNIT: 10202 CAO - CAPITAL PROJECTS DIVISION
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 225,235	$ 241,068	$ 241,068	$ 15,833
• Svcs/Supplies	0	146,218	106,779	106,779	(39,439)
Total Expend	$ 0	$ 371,453	$ 347,847	$ 347,847	$ (23,606)
• Intrafund Trans	0	(159,797)	(344,847)	(344,847)	(185,050)
TOTAL APPROP	$ 0	$ 211,656	$ 3,000	$ 3,000	$(208,656)
Earned Revenue By Source					
• Charges for Svcs	$ 0	$ 1,000	$ 3,000	$ 3,000	$ 2,000
TOTAL REVENUE	$ 0	$ 1,000	$ 3,000	$ 3,000	$ 2,000
NET COUNTY COST					
• Support	$ 0	$ 210,656	$ 0	$ 0	$(210,656)
ALLOCATED POSITIONS	0	3	3	3	0
TEMPORARY (FTE)*	0	2	2	2	0
TOTAL STAFFING	0	5	5	5	0

*Full-time equivalent

MANDATE

The County is required to meet various Federal, State, and local mandates with respect to security and public safety in County facilities. Additionally, State statutes mandate the process and form of the construction process including public bidding and construction contract requirements.

PURPOSE

This budget provides funds for central staff support to the County's Capital Improvement Program. This organization is a unit of the County Administrator's Office and provides a variety of services to support the Capital Improvement Program. This unit provides administrative services to the Public Facilities Committee and assures that Board of Supervisors' policy approval is applied to all capital projects; and further that the Board of Supervisors is involved in all key decisions throughout the project development.

This Division also assures consistency in project development through the use of standardized documents and internal procedures. This effort is maintained through the planning process, architect/engineer selection, design, construction documents, and the construction phase. The unit issues requests for proposals for pre-architectural planning as well as architectural/engineering services. The unit negotiates planning and architectural/engineer contracts, monitors the planning and design process, assures design plan checks, administers the bid process, issues plans and specifications, prepares legal advertising, opens and reviews bids, monitors the construction process and provides project inspection services, processes payments, and recommends project acceptance and approval.

BUDGET UNIT: 10202 CAO - CAPITAL PROJECTS DIVISION
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PURPOSE

This Division is also responsible for the County's remodeling/relocation process. This is an effort to maximize space utilization and improve inter and intra-departmental operating efficiencies through improved design. The unit works with department users and calls upon the resources of the County in designing office areas. The group is responsible for developing construction plans, selection of finishes and furniture requirements, and coordinates assistance from County organizational units including Government Buildings, Central Services, Purchasing, Communications, Public Works, County Counsel, Parks and Recreation, Data Processing, and the General Hospital

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Request for Proposal	N/A	N/A	14	15	15
Negotiated/approved contracts	N/A	N/A	40	52	50

SUMMARY OF MAJOR BUDGET CHANGES

The Recommended budget amounts reflect the first full-year costs of this budget unit which was established during the course of the 1986-87 fiscal year.

The following are highlights of the major budget changes between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$15,833 increase ($225,235 to $241,068)
- $5,173 - Normal salary adjustments.
- $10,660 - Full-year funding of salaries and benefits for staff previously in General Services.

SERVICES & SUPPLIES
$39,439 decrease ($146,218 to $106,779)
- ($5,076) - Decrease primarily because of one-time expenditures in 1986-87 for records management containers.
- ($8,220) - Decrease in Transportation and Travel to be charged to appropriate projects in the future.
- ($19,162) - Decrease in Professional and Specialized Services because of encumbrances from prior year.
- ($1,672) - Decrease in Maintenance-Equipment with word processing maintenance moved to Data Processing.
- ($3,800) - Decrease in Transportation and Travel-Motor Pool reflecting utilization in current year.

INTRAFUND TRANSFERS
$185,050 increase ($159,797 to $344,847)
- $185,050 - Increase to full recovery of all Division costs billed to capital improvements.

REVENUES
$2,000 increase ($1,000 to $3,000)
- $2,000 - Increased recovery from Enterprise Funds based on 1986-87 experience.

NET COUNTY COST
$210,656 decrease ($210,656 to zero)

BUDGET UNIT:	**10202 CAO - CAPITAL PROJECTS DIVISION**
DEPARTMENT:	**COUNTY ADMINISTRATOR**
FUNCTION:	**CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER:	**DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Significant changes occurred in 1986-87 in the administration and management of the County's Capital Improvement Program. The function was assigned directly to the County Administrator's Office. Within the County Administrator's Office, the Assistant County Administrator provides overall direction of the program which allows for a closer relationship between overall County financing and the Capital Improvement budget. This relationship will become more significant as the County undertakes the financing aspects of major capital improvement projects.

The overall direction of the 1987-88 operating year will be primarily focused on the design development of the Human Services Agency, Jail, and Hospital projects. Parallel to that design effort will be a coordinated task of developing financial resources for the actual construction of these major projects.

While a great deal of attention will be focused on this major capital development, efforts will be initiated to develop a long-term master plan for downtown Stockton County facilities. As more and more County operations require leased facilities in the downtown Stockton area, it is apparent that a significant building effort is needed to meet future public demands for services. As with those major projects currently entering the design phase, the downtown plan should be properly prepared, considering current and future facility needs.

Pending completion and implementation of such a plan, the remodeling/relocation program, which in the past several years has both conserved space and improved operating efficiency, will continue. County Administration continues to cope with the case-driven requirements for additional space for the law and justice system. The first significant breakthrough in providing additional space for these activities in the Courthouse will come with the relocation of the Superintendent of Schools Office to the new Board of Education Building under construction.

All of these considerations and activities will have an impact on the operations of the CAO Capital Projects workload. The Division's workload for the 1987-88 fiscal year, cannot be fully identified until adoption of the Capital Improvement Program in August.

The planning, administration, and management of this program is essentially carried out by two professional positions and one clerical position. It is anticipated that for the year ending June 30, 1987, this group would have been instrumental in developing recommendations for 128 Board policy decisions, will have prepared 65 Board letters, issued and processed 12 Requests for Proposals, and let 32 separate construction contracts. The group is responsible for administering approximately 30 architectural/engineering contracts and maintaining and processing documents including payments on 94 active projects. In coordinating the remodeling/relocation activities, CAO Capital Projects will have processed approximately 400 Purchase Requisitions for the year.

In addition to this central staff, CAO Capital Projects includes a Space Planner position, one Project Inspector position, one independent contractor Project Inspector, and one independent contractor Construction Consultant.

BUDGET UNIT: 10202 CAO - CAPITAL PROJECTS DIVISION
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This staff is augmented by support from private consulting specialists and specialists from other County departments. By utilizing outside consultants and specialists, the unit is able to draw from a pool of expertise on an as-needed basis thereby allowing the activity to function with minimal permanent staffing.

The 1986-87 Capital Improvement Program totaled approximately $30 million including carry-over funds. The cost of administering and managing this activity for 1986-87 was approximately one percent of this figure.

1986-87 OBJECTIVES

1. To secure a bond rating for the County, and develop a comprehensive Capital Improvement Financing Plan.
2. To continue developing financial capability for Capital Programs, including development of a Five-Year Capital Improvement Program.

1986-87 ACCOMPLISHMENTS

1. Employed Bond Counsel to work with the Financial Advisor in developing the Capital Improvement Financing Plan.
2. Completed programming for the Human Services Agency and Jail projects which identified the level of financing required for these construction efforts.
3. Completed financial feasibility study for the General Hospital project.
4. Employed architect/consultant to research the needs of the South County Courts, and another consultant employed to complete the Downtown Master Plan. This information will be required to complete the Five-Year Master Plan.

1987-88 OBJECTIVES

1. To complete the Five-Year Capital Improvement Program.
2. To secure a bond rating for financing major capital projects.
3. To complete or substantially complete the design phase for both the Human Services Agency and Jail projects.
4. To continue the remodeling/relocation process with special emphasis on providing for justice system space needs.

BUDGET UNIT: **142 GOVERNMENT BUILDINGS**
DEPARTMENT: **GOVERNMENT BUILDINGS**
FUNCTION: **CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 3,188,967	$3,339,445	$2,446,511	$2,446,511	$ (892,934)
• Svcs/Supplies	2,195,558	2,601,028	2,553,353	2,329,688	(271,340)
• Other Charges	0	1,600	0	0	(1,600)
• Fixed Assets	4,474	32,957	21,484	21,484	(11,473)
Total Expend	$ 5,388,999	$5,975,030	$5,021,348	$4,797,683	$(1,177,347)
• Intrafund Trans	(383,286)	(345,323)	(335,850)	(335,850)	9,473
TOTAL APPROP	$ 5,005,713	$5,629,707	$4,685,498	$4,461,833	$(1,167,874)
Earned Revenue By Source					
• Charges for Svcs	$ 1,950,491	$1,772,567	$ 522,319	$ 522,319	$(1,250,248)
TOTAL REVENUE	$ 1,950,491	$1,772,567	$ 522,319	$ 522,319	$(1,250,248)
NET COUNTY COST					
• Support	$ 3,055,222	$3,857,140	$4,163,179	$3,939,514	$ 82,374
ALLOCATED POSITIONS	88.0	68.0	64.0	64.0	(4.0)
TEMPORARY (FTE)*	7.0	4.5	1.4	1.4	(3.1)
TOTAL STAFFING	95.0	72.5	65.4	65.4	(7.1)

*Full-time equivalent

MANDATE

There is no mandate for this function. Service level is discretionary.

PURPOSE

Government Buildings is responsible for the construction and remodeling, maintenance, service, and repair of all County-owned structures and equipment including park facilities. This encompasses some 380 structures located in Stockton, Tracy, Manteca, Lodi, French Camp, the Airport, and all County parks.

WORKLOAD DATA

The 380 buildings that the Government Buildings Department is responsible for maintaining are typically more than 20 years old. Buildings of this age require an increasing amount of maintenance from year-to-year. Roofs, air conditioning equipment, and parking lots are reaching the end of their useful lives at this time. Therefore, additional time and material are required for maintenance.

Quantifying the work of Government Buildings in support of workload is difficult because of the diversity of the type of activities and the unpredictable nature of these activities. Total square footage maintained is 1,476,133. This is an increase of 37,500 square feet over 1986-87 with the addition of the Professional Building at 511 East Magnolia in Stockton. This means an average of 22,571 square feet is maintained by each full-time equivalent employee. There are an average of 53 requests for service each month. The Division is currently averaging 78,400 square feet of remodeling per year.

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

WORKLOAD DATA

Most of the Government Buildings staff are multi-disciplined and are assigned on a daily basis to activities having the highest priority. For example, the remodeling crew located at the Hazelton Complex can be assigned for weeks to a reconstruction project. At the completion of that project, if another construction project is not ready to commence, these staff members will be assigned to preventive maintenance activities.

In 1986-87, Government Buildings completed the following remodeling projects:

- Personnel Department construction
- Canlis Building Health Clinic construction
- Courthouse construction for the following offices:
    - General Services Planning and Administration
    - General Services Communications
    - General Services Purchasing
    - County Administrator Grants Management
    - Fire Warden
    - Emergency Services
    - Public Administrator
    - Multi-Purpose Conference Room(s)
    - Court Reporters
    - Superior Court Administration
    - County Clerk
    - Courtroom Construction
- Tracy Court Construction
- Hospital Projects

During 1987-88, Government Buildings is scheduled to complete the following remodeling projects:

- Courthouse - 5th floor Probation
- Courthouse - 4th floor Court's suite
- Courthouse - 4th floor DA Offices
- Courthouse - 3rd floor County Clerk
- Courthouse - 3rd floor Superior Court Administration
- Court's wing - 1st floor courtrooms
- Canlis Building - Data Processing Phase III remodel
- Planning Department remodel
- Miscellaneous Jail projects
- Miscellaneous projects

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$892,934 decrease ($3,339,445 to $2,446,511)

- ($870,000) - 24 employees transferred to the Hospital in 1986.
- ($135,956) - 4 allocated and 3.5 FTE Security Workers transferred to Central Services effective first pay period FY 1987-88.
- ($14,065) - Overtime and holiday funding for employees transferred to hospital.
- ($12,852) - Mid-year transfer of Facilities Space Planner to Capital Projects.
- $139,939 - Normal salary adjustments.

SERVICES & SUPPLIES

$271,340 decrease ($2,601,028 to $2,329,688)

- ($45,000) - Separation of Hospital section from Government Buildings. (Equipment Maintenance).
- ($14,704) - Transfer of Project Inspector from Government Buildings to Capital Projects.
- ($18,927) - Reduced data processing charges for programming of Preventive Maintenance Program.

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

- $25,000 - Stockton sewer service charge-Hospital (centrally budgeted).
- $33,265 - New cost for Workers' Compensation Insurance.
- $95,500 - Projected utility cost increase.
- ($141,335) - Reduction due to completion of Public Works new roof.
- $20,000 - Roof repairs for Juvenile Hall, Probation, and Olympic Club.
- $16,105 - Additional funds available from the Airport.
- ($243,000) - Separation of Hospital section from Government Buildings (Building Maintenance).
- $10,400 - Increased building rental costs.
- ($5,000) - Decreased maintenance needs at Micke Grove Park.
- ($3,500) - Separation of Hospital section from Government Buildings (Small Tools).

FIXED ASSETS

$11,473 decrease ($32,957 to $21,484)

- $2,500 - 2 evaporative coolers
- $10,000 - 2 gas pack heating/cooling units
- $2,000 - 1 drum type power rooter
- $425 - 1 electric drain cleaner
- $330 - 1 3/8" drive power rooter
- $629 - 1 wet/dry vacuum
- $2,500 - 1 hy-jack power lifter
- $3,100 - 1 airless paint sprayer

INTRAFUND TRANSFERS

$9,473 decrease ($345,323 to $335,850)

- ($9,473) - Decreased reimburseable services performed.

REVENUES

$1,250,248 decrease ($1,772,567 to $522,319)

- ($118,506) - Adjustment in Cost Applied-Cost Allocation Plan.
- ($1,126,172) - Separation of Hospital section from Government Buildings.

NET COUNTY COST

$82,374 increase ($3,857,140 to $3,939,514)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Government Buildings Division began operating under new management concepts in 1986-87. These are proving successful and will be continued in 1987-88. These concepts include a strong emphasis on training, both formal and on-the-job. The quality and quantity of tools are continuously being improved, especially labor-saving tools. There is much more delegation of authority than previously, and it is being increased as the skill level of the staff increases. Staff rotation is being practiced to improve the reserve of skilled personnel in the various trades and also improve their individual skills with increased exposure to different situations.

In September 1986, the Hospital section of Government Buildings was reassigned to the Department of Health Care Services. This resulted in the transfer of two supervisory personnel, ten Crafts Maintenance Workers, five Stationary Engineers, and seven other assorted personnel. As a result of this transfer, the 1987-88 requested appropriation has been reduced by $884,065 in Salaries and Benefits and $291,500 in Services and Supplies. Because these costs would have been recoverable, the revenue estimate has been reduced accordingly.

Four permanent and 3.5 FTE extra-help security workers will be reassigned to the Central Services Division effective the first pay period in FY 1987-88. The estimated first-year cost of these positions is $135,956. Revenues are not affected by this transfer.

BUDGET UNIT:	**142 GOVERNMENT BUILDINGS**
DEPARTMENT:	**GOVERNMENT BUILDINGS**
FUNCTION:	**CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Government Buildings Division has a comprehensive energy conservation program which continuously evaluates the latest energy-saving technology for applicability and cost-effectiveness. This program will continue in 1987-88. Savings should average 10% of the County's energy budget, or $60,000 to $70,000 annually.

The Preventive Maintenance Program which operates on the County's mainframe computer, keeps a record of maintenance performed on thousands of pieces of County equipment; e.g., air conditioning equipment, boilers, fans, and others. This program will be expanded in 1987-88 as the maintenance workers have time to document all of the information required. This program helps ensure that equipment receives service in a timely fashion, thereby maximizing the equipment life and minimizing the possibility of equipment failing unexpectedly.

For the first time, during 1987-88 costs will be broken down on a program or building-by-building basis and include all of the County's costs to keep the buildings in operation. These costs are labor and materials for maintenance and remodeling projects, janitorial and garbage services, and utilities. This information is presented below:

Building	Operating Cost
Canlis Building	$ 544,089
Collections	32,869
Courthouse	1,625,319
District Attorney Investigators	16,256
Family Support	43,756
Human Services	281,319
Mary Graham Hall	22,324
Department of Justice	18,744
Honor Farm	390,582
Honor Farm Shop	9,582
Men's Jail	238,258
Women's Jail	71,001
Juvenile Hall	70,828
Probation	145,578
Mental Health	81,055
Professional Building	59,193
Starting Point	5,275
Micke Grove Park	102,078
Miscellaneous Parks	129,729
Oak Grove Park	9,434
Airport Terminal & Runway	168,601
Miscellaneous Airport Buildings	114,510
Agriculture Building	27,374
Outlying Agriculture Buildings	18,950
Farm Advisors	48,283
Government Buildings	29,739
Motor Pool	22,093
Planning	14,418
Public Works	165,322
Outlying Public Works Buildings	43,343
Escalon Court	831
Lodi Court	25,553
Manteca Court	21,738
Ripon Court	1,804
Tracy Court	59,048
Calaveras School	18,354
Collegeville School	6,377
Instructional Media Center	68,102
McFall School	21,589
San Joaquin High School	16,482
Thornton Library	7,903
TOTAL	$4,797,683

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

A substantial portion of the Government Buildings budget lies in its Services and Supplies object which totals $2,329,688. Two-thirds of this amount, or $1,484,571, does not relate directly to the operations of the Division but represents charges for outside services. Many of the charges are reimbursed as Intrafund Transfers or Revenue as determined by the Auditor-Controller. These specific services are identified as follows:

1. Household Expense - $377,571

This amount provides for 15 janitorial contracts, garbage contracts, paper products and cleaning supplies. Costs have increased by $45,176 ($332,395 to $377,571) largely because refuse disposal contracts are being included in this sub-account rather than in the maintenance account, as in the past, and because janitorial services have been added for the Family Support Division, DA Investigators, and Government Buildings. The detail for computing the budget is as follows:

Janitorial Services	86-87	87-88	Inc./Dec.
Courthouse (73%)	$156,339	$161,683	$ 5,344
Canlis Building (27%)	57,824	59,801	1,977
Kennedy Center	5,501	5,501	2
Tracy Court	6,109	7,140	1,031
Manteca Court	4,836	4,836	0
Weights and Measures	2,340	2,340	0
Stockton Agricultural Building	6,000	6,007	7
Planning Department	5,714	5,714	0
Farm Advisors	6,089	6,089	0
Collections	1,908	1,908	0
IMC (Airport)	5,848	9,444	3,596
District Attorney Investigators	0	4,200	4,200
Family Support	0	8,616	8,616
Government Buildings	0	1,440	1,440
Juvenile Justice Center	16,801	27,948	11,147
Human Services (first floor)	2,022	0	(2,022)
Tracy Ag Department	905	0	(905)
Pearl Siefert Clinic	1,800	0	(1,800)
Lodi Ag Building	2,220	0	(2,220)
Subtotal	$282,256	$312,667	$30,411
Paper Products & Cleaning Supplies			
Janitorial Supplies - Paper	$ 0	$ 21,355	$ 0
Chemicals & Soaps	0	5,249	0
Subtotal	$ 11,739	$ 26,604	$14,865
Garbage Contract			
Courthouse	$ 0	$ 10,530	$ 0
Canlis Building	0	7,020	0
Collections	0	520	0
District Attorney Investigators	0	702	0
Farm Advisors	0	1,820	0
Public Works	0	9,100	0
Government Buildings	0	4,030	0
Cabinet Shop	0	1,860	0
Utilities Lift Station	0	570	0
Airport Terminal	0	480	0
Instructional Media Center	0	1,668	0
Subtotal	$ 38,400	$ 38,300	$ (100)
TOTAL	$332,395	$377,571	$45,176

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

2. Utilities - $695,500

This account provides for most County utilities costs with the exception of those facilities located at the Mathews Road Complex. On the basis of prior experience, it is estimated that the utilities cost breakdown will be as follows:

	86-87		87-88		Inc./Dec.
Gas Only Billings	$ 51,600	8.6%	$ 59,812	8.6%	$ 8,212
Electric Only Billings	509,400	84.9%	590,480	84.9%	81,080
Gas and Electric Combined	12,000	2.0%	13,910	2.0%	1,910
Water	11,400	1.9%	13,215	1.9%	1,815
Sewage	15,600	2.6%	18,083	2.6%	2,483
Total Appropriations	$600,000	100.0%	$695,500	100.0%	$95,500

The requested $695,500 for this account reflects an increase of $95,500 ($600,000 to $695,500). Talks with PG&E indicate this increase should be anticipated due to light rains and snows this year and the consequently reduced hydro-generated electricity. Annual billings against this account over the past five years are identified as follows:

Fiscal Year	Billings
1982-83	$ 539,297
1983-84	492,334
1984-85	623,669
1985-86	761,202
1986-87 (Estimated)	662,400
	$3,078,902

The average cost per year over this five-year period is $615,780. In consideration of the recent rate increases, the $695,500 requested assumes progress in energy conservation efforts planned by Government Buildings for the 1987-88 fiscal year.

3. Rents - $198,800

This amount represents two accounts: property rental ($160,400) and juror parking ($38,400). Current property rentals are identified as follows:

	86-87	87-88	Inc./Dec.
Lodi Municipal Court (Masonic Hall)	$ 14,100	$ 14,523	$ 423
City of Lodi (Court)	14,000	15,252	1,252
City of Ripon (Court)	600	655	55
General Services Warehouse	38,880	42,049	3,169
Storage Area (Previously Weights & Measures)	8,424	9,109	685
Instructional Media Center (Airport)	38,772	41,930	3,158
District Attorney Investigators	35,000	36,882	1,882
Total Property Rentals	$149,776	$160,400	$10,624

This amount includes an increase of $10,624 ($149,776 to $160,400) to provide for anticipated increases in rent.

Juror parking in the amount of $38,400 provides funds under a contract to the Central Parking District for Stockton Municipal Court juror parking. Under the terms of the existing agreement, payments made are based upon prior year jury use of parking facilities, the statistics of which are maintained and submitted by Superior Court staff.

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

4. Stockton Sewer Service Charges - $212,700

This amount is budgeted in Government Buildings to pay all costs associated with sewer services provided to the Mathews Road facility by the City of Stockton. The breakdown of costs and any increases or decreases are as follows:

	86-87	87-88	Inc./Dec.
City of Stockton Charge	$125,000	$150,000	$25,000
Maintenance and Operations	56,050	53,050	(3,000)
Utilities - Hospital Lift Station	9,000	9,000	0
Utilities - Southern Water System	650	650	0
Total Charges	$190,700	$212,700	$22,000

This entire amount is recovered from charges to using departments:

	86-87	87-88	Inc./Dec.
Jail/Honor Farm	$ 44,204	$ 55,197	$10,993
Juvenile Hall	11,823	5,636	(6,187)
Mary Graham Hall	4,824	2,297	(2,527)
Juvenile Justice Center	4,329	5,530	1,201
Hospital Enterprise Fund	97,945	114,028	16,083
San Joaquin Housing Authority	27,575	30,012	2,437
Total Reimbursement	$190,700	$212,700	$22,000

As discussed previously, the foregoing accounts represent 64%, or $1,484,571, of the Government Buildings Services and Supplies object. The remaining 36% is reflected primarily in two major accounts. These are Maintenance of Equipment ($22,700) and Maintenance-Structures and Grounds ($920,555).

1) Maintenance-Equipment - $22,700

This amount is budgeted in eight separate sub-accounts and typically provides funds for scheduled and unscheduled maintenance. A reduction of $44,800 ($67,500 to $22,700) is accounted for primarily by the transfer of hospital maintenance budgeted at $45,000 in 1986-87. The distribution of cost by sub-account is as follows:

	86-87	87-88	Inc./Dec.
Stockton Area & Outlying Court Facilities	$ 12,000	$ 12,000	$ 0
Jail/Honor Farm	2,000	2,000	0
Juvenile Hall	3,000	3,000	0
Airport	2,000	2,100	100
Hospital	45,000	0	(45,000)
Micke Grove Park	500	500	0
Oak Grove Park	1,000	1,000	0
Mental Health	2,100	2,000	100
Total Maintenance-Equipment	$ 67,500	$ 22,700	$(44,800)

2) Maintenance-Structures and Grounds - $740,555

This account provides for maintenance of approximately 380 buildings under the responsibility of Government Buildings. The amount requested for 1987-88 is $399,495 less than requested in 1986-87 ($1,140,050 to $740,555) largely because of $243,000 in maintenance costs transferred to the Hospital, $38,300 for refuse disposal contracts transferred to the Household Expense account, $141,335 for a roof for Public Works budgeted and completed in 1986-87, and $20,000 budgeted for roof repairs in 1987-88. The distribution of costs is as follows:

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

	86-87	87-88	Inc./Dec.
Stockton Area & Outlying Court Facilities	$ 585,000	$400,000	$(185,000)
Jail/Honor Farm	110,000	110,000	0
Juvenile Hall	40,000	60,000	20,000
Airport	70,000	86,105	16,105
Hospital	243,000	0	(243,000)
Hospital Sewer System	56,050	53,050	(3,000)
Micke Grove Park	25,000	20,000	(5,000)
Oak Grove Park	3,000	3,000	0
Mental Health	8,000	8,400	400
Total Maintenance-Structures	$1,140,050	$740,555	$(399,495)

With regard to the $400,000 included in Stockton Area and Outlying Court Facilities, the following detail is provided:

	86-87	87-88	Inc./Dec.
Building Maintenance Materials (includes hardware, lumber, cement, glass, filters, parts, etc.)	$ 72,000	$ 61,550	$ (10,450)
Plumbing Supplies	7,200	7,000	(200)
Painting Supplies	63,200	58,200	(5,000)
Pool Supplies	1,600	1,500	(100)
Electrical Supplies (includes lights)	27,800	25,300	(2,500)
Major Equipment Repair	32,400	28,900	(3,500)
Safety Equipment	1,800	1,800	0
Pesticides	1,500	1,560	60
Roof Repairs	300,000	159,065	(140,935)
Elevator Maintenance Contracts	57,500	55,125	(2,375)
Contingency	20,000	0	(20,000)
Total	$585,000	$400,000	$(185,000)

Like the Maintenance-Equipment account, many of these Maintenance-Structures costs are charged back to using departments in the Cost Applied-Cost Allocation Plan as determined by the Auditor-Controller.

As with most General Services budgets, the Government Buildings budget includes a comprehensive operating budget, funding for outside services such as utilities and janitorial contracts, and charges to many County operating entities. These charges result in income both in Intrafund Transfers and Revenue categories.

1) Intrafund Transfers ($335,850)

Income from Intrafund Transfers for direct services is estimated at $335,850 for 1987-88. This includes various cost items including janitorial and maintenance contracts, utilities, supplies and labor.

Budgeted income would be derived for such services from the following operational entities:

	86-87	87-88	Inc./Dec.
Jail/Honor Farm	$ 44,204	$ 55,197	$ 10,993
Juvenile Hall	0	5,636	5,636
Juvenile Justice Center	16,152	5,530	(10,622)
Mary Graham Hall	22,824	13,709	(9,115)
Human Services	80,000	63,900	(16,100)
Mental Health	48,000	101,916	53,916
Alcohol/Methadone Programs	12,000	18,995	6,995
Project Inspection Service	56,720	0	(56,720)
Cost Applied/Cost Allocation Plan	65,420	70,967	5,544
Total Intrafund Transfers	$345,323	$335,850	$ 9,473

BUDGET UNIT: 142 GOVERNMENT BUILDINGS
DEPARTMENT: GOVERNMENT BUILDINGS
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

2) Revenues ($522,319)

Income from Revenues is estimated at $522,319 for 1987-88. This includes sewer system charges to the Housing Authority and Hospital, maintenance services to the Airport, and services provided to the Communications Division. Details are given below:

Government Buildings Services		
Housing Authority Sewer Charge		$ 30,012
Enterprise Fund		
Airport Maintenance Services	$195,000	
Hospital: Cabinets	60,000	
Sewer Charge	114,028	
Refuse Disposal	906	
Indirect Costs	115,000	
Cost Applied-Cost Allocation Plan	(118,506)	
		$366,428
ISF		
Electricity & Air Conditioning for Telephone Equipment Room	$ 56,000	
Cable Pulling Services	42,000	
Cost Applied/Cost Allocation Plan	27,879	
		$125,879
Total Revenues		$522,319

Cost Applied-Cost Allocation Plan

This plan is an accounting procedure designed to establish a uniform system for billing services and overhead costs to operating departments. The Auditor-Controller's Office analyzes prior years' cost data and adjusts subsequent years' budgeted allocation costs. How and where a service department utilizes its resources in one year may significantly change cost allocation income in subsequent years. As shown above, the Auditor-Controller has determined that the net cost allocation amount for Government Buildings for 1987-88 is an expense of $19,660, rather than an income. These amounts and their sources are listed below:

Intrafund Transfers	$ 70,967
Enterprise Fund	(118,506)
Internal Service Fund	27,879
	$ (19,660)

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To refine the existing computerized Equipment Maintenance Program.	1. Improved and successfully implemented the Equipment Maintenance Program.
2. To implement a computerized Building Maintenance Program.	2. Included the building maintenance function in the Preventive Maintenance Program.
3. To implement an advanced Energy Conservation Program.	3. Evaluated new energy conservation devices and procedures for feasibility and cost effectiveness.

BUDGET UNIT: **142 GOVERNMENT BUILDINGS**
DEPARTMENT: **GOVERNMENT BUILDINGS**
FUNCTION: **CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
4. To provide essential training and new tools to increase staff efficiency.	4. Sent many individuals to training, both during and after normal working hours. Purchased more than $40,000 worth of new equipment and tools to improve productivity and safety.
5. To introduce management concepts which will minimize unit costs, and improve the condition of buildings and the Division's responsiveness.	5. Made many changes in Government Buildings to improve efficiency and productivity. Trained supervisors and individual workers to value efficiency. Used computers to improve building maintenance management. Implemented improved safety training to reduce lost-time accidents.

1987-88 OBJECTIVES

1. To implement computerized bar chart planning methods for all construction projects.
2. To repair roofs on the Probation Department and Juvenile Justice Center.
3. To expand the computerized Preventive Maintenance Program to include all County buildings.
4. To implement a Countywide Utilities Management Program to standardize bill payment and study conservation methods.

CONCURRENCE

Mr. James F. Leonard, Director of General Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Capital Fund: Outlay	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
° Fixed Assets /Projects	$ 5,819,079	$18,969,231	$18,762,897	$14,579,897	$ (4,389,334)
° Oper Trans	0	0	1,000,000	1,000,000	1,000,000
TOTAL APPROP	$ 5,819,079	$18,969,231	$19,762,897	$15,579,897	$ (3,389,334)
Earned Revenue By Source					
° Int & Rents	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 0
° Aid-Other	485,720	5,804,276	5,014,190	5,014,190	(790,086)
° Chg for Svcs	0	242,400	0	0	(242,400)
° Other Rev	794,761	2,570,530	5,788,474	5,788,474	3,217,944
° Other Taxes	7,385	0	0	0	0
TOTAL REVENUE	$ 1,289,866*	$ 8,619,206	$10,804,664	$10,804,664	$ 2,185,458
NET COUNTY COST					
° Support	$ 4,529,213*	$10,350,025	$ 8,958,233	$ 4,775,233	$ (5,574,792)
TOTAL STAFFING	0	0	0	0	0

*General purpose revenue (primarily Federal General Revenue Sharing) available in 1985-86 provided $17,120,529 in addition to the Earned Revenues. All of these funds but $4,529,213 (Net County Cost) expended were encumbered or carried forward to 1986-87.

MANDATE

The County is required to meet various Federal, State, and local mandates with respect to security and public safety in County facilities. Although basic mandates providing for such considerations as handicap access, construction quality, emergency, and fire safety may generally apply to all construction activities, specific mandates apply to construction involving hospitals, security facilities, airports, etc.

PURPOSE

This budget provides funds for land and facility acquisitions, major construction projects, alterations to existing buildings, park projects, and fixed assets (equipment) requisitions for specific capital projects. The establishment of a Capital Outlay Fund is authorized by Government Code Sections 53730 to 53737. Local adoption of this legislation is contained in County Ordinance Code Section 3-1000.

The methods of accounting for capital projects are determined by the State Controller's Office and the County Office of Auditor-Controller. The State Controller's accounting standards and procedures state, in part, that capital project funds are to be used to account for the purchase or construction of major capital facilities which are not financed by proprietary funds, special assessment funds, or trust funds. These standards also provide that General Fund resources may be used to directly finance capital outlay for long-lived improvements as long as the resources in such cases are derived exclusively from unrestricted revenues.

Capital project funds must be used when they are legally mandated or when projects are financed wholly or in part by bond issues, inter-governmental revenues, major private donations, or capital improvement grants.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PURPOSE

Unlike County operating budgets, funds appropriated to the Capital Improvement Program on an annual basis are seldom totally expended during that fiscal year. Multi-year appropriations are precluded by the State Constitution. Upon adoption of the final budget, typical construction projects require pre-architectural programming, the various phases of architectural planning, approval of plans and specifications, award of bid, and the actual construction process. It is rare when these steps can be completed in the ten months between adoption of the final budget and the end of the fiscal year.

In accordance with generally accepted accounting principles, funds for uncompleted projects which are in progress are encumbered at the end of the fiscal year. These encumbered amounts are subtracted from the fund balance and, in essence, held aside to meet County obligations for completion of the projects. Therefore, the total capital improvement "Program" exceeds the amount appropriated in any one given year since it includes projects carried over from the previous year. For those projects where no progress or limited progress has been made, the projects are either dropped at the end of the fiscal year or requested to be rebudgeted in the following year's appropriation.

WORKLOAD DATA

Workload necessary to perform capital improvements projects requires the coordination and approval of a multiplicity of participants. Under control of the County Administrator and directed by policy of the Board of Supervisors, the CAO Capital Projects Division must consider and respond to the needs of the user department, the design professional, outside regulatory agencies (such as the State of California and City/County building authorities), and the Auditor-Controller. The development of each capital project falls into three major areas:

- Design - In this phase, it is necessary for staff to represent the County in recruitment, selection, and contracting with the design professional. It is during this period that the project is designed, the major policy issues are presented to the Board of Supervisors for resolution, and project solutions are finalized.

- Support Phase - The duties surrounding support of capital projects last throughout the entire term of the project, and include the administrative duties necessary to perform fiscal, regulatory requirements, facilitate and implement decisions of the Board and County Administration, recordkeeping of each project, and compliance with public construction laws.

- Construction Phase - This phase involves the implementation of the plans and specifications, as well as the supervision of the construction process. Construction supervision includes the monitoring of the construction process for compliance with the plans and specifications, monitoring of project progress payments, mediation and arbitration of contractor-designer disagreements, facilitation of change order process, and project compliance with regulatory and testing requirements.

The 1987-88 Capital Improvement Budget receives primary administrative support from the County Administrator's Capital Projects Division. Additionally, departments such as Parks and Recreation, the Hospital, and Public Works provide significant effort in support of these projects. Project inspection is provided by County staff and the County contracts for various consulting services for pre-architectural programming, architectural and engineering services.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Capital Improvement Program totals $30,083,752. This represents a 1987-88 recommended appropriation of $15,579,897 and $14,503,855 in encumbered projects from the 1986-87 fiscal year. The Capital Improvement Program represents specific policy direction given by the Board of Supervisors.

The total construction program consists of 49 projects in some stage of design or construction carried over from the 1986-87 fiscal year. Additionally, 22 projects have been budgeted for funding for the 1987-88 fiscal year. These 71 projects represent a wide range of complexity and cost. Major projects from each fiscal year include the Hospital Expansion Project, Human Services Agency construction, new Jail construction, South County Court Expansion, Juvenile Hall Expansion, Jail Food Service Construction, Jail Sentenced Facility Construction, Hazelton Complex Improvements, and the Board of Education Building Project.

The amount of the County's "pay as you go cash" required to meet the need for its Capital Projects is limited. This is reflected in analyzing Net County Cost to the Capital Improvement Program which is decreased from $10.3 million in 1986-87 to $4.8 million recommended for 1987-88. Funds expended for capital projects in the past several years have gone far to improve facilities which had been virtually ignored for the previous 10 years, to provide improved space efficiency and expansion to existing facilities to meet crowded conditions, and to lay the ground work for future major projects.

Preliminary planning has been completed for three major projects and the County is entering into the design phase for each of these activities. These consist of a Hospital Replacement and Renovation, which will range in cost between $40 and $50 million; a Human Services Agency building, which will cost between $30 and $35 million; and new Jail construction, which could cost as much as $80 million. Although each of these projects maximizes second-party financial participation, all three are expected to require long-term financing. This 1987-88 recommended budget includes $7.9 million for design and administrative costs for these projects. These amounts will be almost totally reimbursed by financial funding resources and second-party financial participation. The 1987-88 Proposed Budget does not include any funding for construction of any of three major projects. Establishing the financial schemes and securing the funding for these three major projects will be a primary goal for the County during 1987-88.

The following outlines the recommended Capital Improvement Program for 1987-88:

1987-88 PROPOSED CAPITAL IMPROVEMENT PROGRAM

	Encumbered Funds	Appropriation	Proj. Spec. Revenue	Other Funding
SUPPORT FACILITIES				
• Hospital				
0619 Hospital Projects	$ 9,000	$ 396,804	$ 396,804	$ 0
0794 ICN Expansion	400,000	0	0	0
0795 A-Side Plumbing	100,000	0	0	0
0796 Admin. Addition	800,000	0	0	0
0798 Radiology	10,000	0	0	0
0800 Radiology Room 4	91,401	0	0	0
0837 Hosp. Expansion Proj.	0	2,430,000	2,430,000	0
TOTAL HOSPITAL	$1,410,401	$2,826,804	$2,826,804	$ 0

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

	Encumbered Funds	Appropriation	Proj. Spec. Revenue	Other Funding
• Welfare/Mental Health				
0694 Human Services Agency	$ 160,000	$ 1,684,259	$ 0	$1,684,259
0802 Construction Mental Retardation Center	240,000	0	0	0
0804 Mental Health Remodel	250,000	0	0	0
0809 Mary Graham Child Ctr	10,000	0	0	0
TOTAL WELFARE/MENTAL HEALTH	$ 660,000	$ 1,684,259	$ 0	$1,684,259
• Justice System				
0609 Jail - Sentenced Fac.	$ 1,333,333	$ 0	$ 0	$ 0
0652 Juv. Hall Landscape	85,000	0	0	0
0686 Sheriff-New Jail	0	3,780,000	0	3,780,000
0688 Lodi Court Expansion	130,000	300,000	100,000	200,000
0705 South County Courts	150,000	700,000	200,000	500,000
0715 Jail Food Svc. AB 189	1,700,000	0	0	0
0828 Sheriff Intake Fac.	200,000	0	0	0
0834 Juv. Hall Expansion	0	1,011,871	918,797	93,074
TOTAL JUSTICE SYSTEM	$ 3,598,333	$ 5,791,871	$1,218,797	$4,573,074
• Public Works				
0109 Landfill Site Acquis.	$ 0	$ 648,000	$ 648,000	$ 0
0667 Southern Water System	300,000	0	0	0
0827 Morada Park Drainage	45,000	0	0	0
0829 Mathews Rd. Infrastructure	90,000	400,000	0	400,000
0836 CDBG Projects	600,000	824,409	824,409	0
TOTAL PUBLIC WORKS	$ 1,035,000	$ 1,872,409	$1,472,409	$ 400,000
• Other Support				
0411 426 Eugenia St. Acq.	$ 33,000	$ 0	$ 0	$ 0
0469 Hazelton Complex Imp.	950,000	500,000	0	500,000
0495 C.House/Canlis Bldg.	450,000	0	0	0
0674 Hosp. Maint. Yd. Imp.	1,526	0	0	0
0675 Board of Ed Building	4,400,000	0	0	0
0676 Gen. Svcs. Warehouse	0	750,000	0	750,000
0697 Hosp. P&R Impr.	4,000	0	0	0
0807 Stkn. Govt. Com. Plan	50,000	0	0	0
0808 Ag Department Shop	107,000	0	0	0
0826 Airport Parking Lot	0	372,880	0	372,880
0833 Motor Pool Const.	0	50,000	0	50,000
TOTAL OTHER SUPPORT	$ 5,995,526	$ 1,672,880	$ 0	$1,672,880
TOTAL SUPPORT FACILITIES	$12,699,260	$13,848,223	$5,518,010	$8,330,213

BUDGET UNIT: **148 PUBLIC IMPROVEMENT**
DEPARTMENT: **COUNTY ADMINISTRATOR**
FUNCTION: **CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

	Encumbered Funds	Appropriation	Proj. Spec. Revenue	Other Funding
PUBLIC FACILITIES				
• Recreation				
0617 Regional Sports Comp.	$ 75,000	$ 0	$ 0	$ 0
0641 Woodbridge Park	12,000	49,046	24,046	25,000
0671 M.G. General Impr.	0	245,028	245,028	0
0672 Oak Gr. Amphitheater	22,750	0	0	0
0695 Westgate Land.Park.Lot	0	6,500	0	6,500
0696 Micke Grove Renovation	10,000	0	0	0
0698 P&R 504 Compliance	42,000	0	0	0
0699 M.G. Zoo-Renovation	234,000	0	0	0
0703 M.G. Exp. Phase I	42,000	0	0	0
0709 Durham Ferry	0	30,000	15,000	15,000
0790 Westgate Campground	93,000	0	0	0
0791 Durham Ferry-84 Bond	340,000	0	0	0
0792 Reg. Sports, Soccer	300,000	0	0	0
0817 M.G. Restroom B	55,000	0	0	0
0818 M.G. Restroom F	30,000	0	0	0
0819 Micke Grove-Zoo Imp.	26,000	15,000	15,000	0
0820 M.G.-Oak Tree Preser.	30,000	0	0	0
0821 Oak Gr. Picnic Shelter	5,000	0	0	0
0822 Dos Reis Boarding Fls.	52,700	0	0	0
0824 Oak Gr. Concession	25,000	0	0	0
0825 Woodbridge Reg. Park	5,000	0	0	0
0830 M.G. Restroom D	0	58,000	58,000	0
0831 Van Assen Park Repairs	0	105,866	105,866	0
TOTAL RECREATION	$ 1,399,450	$ 509,440	$ 462,940	$ 46,500
• Other Public Facilities				
0691 Tracy Library	$ 36,145	$ 0	$ 0	$ 0
0693 Hist. Museum Library	0	222,234	196,400	25,834
0711 Garden Acres Com. Ctr.	149,000	0	0	0
0717 Taft Community Ctr.	220,000	0	0	0
TOTAL OTHER PUBLIC FAC.	$ 405,145	$ 222,234	$ 196,400	$ 25,834
TOTAL PUBLIC FACILITIES	$ 1,804,595	$ 731,674	$ 659,340	$ 72,334
• Other Appropriations				
0012 Repayment to Gen. Fund	$ 0	$ 1,000,000	$ 0	$1,000,000
TOTAL OTHER APPROPRIATIONS	$ 0	$ 1,000,000	$ 0	$1,000,000
TOTAL CAPITAL IMP. PROGRAM	$14,503,855	$15,579,897	$6,177,350	$9,402,547

BUDGET UNIT: 148 **PUBLIC IMPROVEMENT**
DEPARTMENT: **COUNTY ADMINISTRATOR**
FUNCTION: **CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

As noted above, the Capital Improvement Program includes 22 projects budgeted at $15,579,897 for 1987-88, plus 49 encumbered projects totaling $14,503,855 from 1986-87. These 71 projects, representing $30,083,752 are the basis for the work program for the 1987-88 fiscal year.

The Public Improvement Budget must tie precisely to the funds available in the Capital Outlay Fund. Therefore, the Final Budget will require adjustments using actual rather than estimated 1986-87 revenues and expenditures and the resulting funds available for 1987-88. Additionally, the Final Budget presentation will include a detailed narrative and analysis of each capital project.

1987-88 CAPITAL PROJECTS

Hospital Projects - This program consists of $1,410,401 in projects currently in construction process and therefore encumbered from the 1986-87 fiscal year, as well as $2,826,804 budgeted for 1987-88. Hospital projects are identified as follows:

- Hospital Projects - The $396,804 appropriated in this account has not yet been assigned to a specific project. The dollar amount represents revenue in the Capital Improvement Fund designated for Hospital projects by existing Board of Supervisors policy.

- ICN Expansion - This project with an encumbrance of $400,000 began in the 1986-87 fiscal year. The project doubles the capacity of the Hospital's intensive care nursery from 6 to 12 beds. The project updates and remodels this Hospital service component.

- A-Side Plumbing - The $100,000 encumbered in this year's budget is to complete the handwashing facilities initiated in the 1986-87 Capital budget. The project will include installation of handwashing basins and bathroom facilities to provide for these necessary amenities for hospital patients.

- Administrative Addition - This project, initiated in the 1986-87 fiscal year, will provide additional administrative office space for Hospital medical staff and provide appropriate space for the installation of the Hospital's new in-house computer system. This project was developed consistent with the location defined in the overall Hospital Master Plan.

- Radiology Room No. 2 - This project represents a total replacement and modern-ization of a radiology suite at San Joaquin General Hospital. The $10,000 encumbered is to complete the project that was initiated in the 1986-87 fiscal year.

- Radiology Room No. 4 - This $91,401 project is to modernize and upgrade the equipment at a radiology suite at the Hospital.

- Hospital Expansion Project - The $2,430,000 for the Hospital Replacement and Renovation Project represents approximately 60% of the design and administrative costs required for the project. This funding will be advanced from the Medi-Cal/Medicare Cost Report Trust Fund which would be replenished upon securing long-term financing for this project.

Welfare/Mental Health - This program area includes encumbered funds totaling $660,000 and an appropriation of $1,684,259 for 1987-88.

- Human Services Agency Building - The funding for this project represents $160,000 for activities currently underway for the acquisition and demolition of the new Human Services Agency construction site. An additional $1,684,259 is appropriated to provide approximately 60% of the anticipated design and administration fees associated with the Human Services Agency Office Building Project. As is the case with the Hospital's Replacement Project, these funds would be replaced upon securing suitable long-term financing for the Human Services Agency Building Project.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Mental Health Retardation Center - This project, budgeted at $240,000, was authorized by the Board in Fiscal Year 1986-87. It will provide four classrooms that will expand the capacity of the Mental Health Retardation Program. This addition would include parking and drainage improvements for the site.

- Mental Health Remodeling Projects - The $250,000 designated for this project will provide for remodeling and expansion of the existing Mental Health Center to better meet the increased demand for Mental Health services. This project will allow Mental Health staff to serve the mentally ill homeless. The project is expected to be completed during the 1987-88 fiscal year.

- Mary Graham Children's Center - This project is to perform an audit on the existing Mary Graham Children's Center to determine its present usability, compliance with existing codes, and suitability for future use. The evaluation will focus on the existing mechanical and structural system as well well as facility configuration and opportunity for expansion and remodeling to meet present and future demands.

Justice System - This program area consists of six projects totaling $3,598,333 which are encumbered from 1986-87 and four projects totaling $5,791,871 for 1987-88.

- Sheriff-New Jail-This account is established to provide funding for the Sheriff's Office headquarters facility and the new County Jail Program. The budgeted amount of $3,780,000 represents a portion of the design and administration fees for this project. This County-funded advance to the project will be reimbursed when financing for the construction project is secured.

- Jail-Sentenced Facility - This $1,333,333 will provide for design and construction of a 128-bed sentenced facility at the County Jail. This unit will be developed along a prototype scheme so that the plans could be reused as population growth requires additional facilities. The project is primarily funded with a $1 million State Grant from Proposition 2 funds.

- Juvenile Hall Landscaping - A total of $85,000 has been encumbered for this project which will complete the majority of landscaping at the recently remodeled Juvenile Hall/Probation facility on the Mathews Road Complex.

- Lodi Court Expansion - The $130,000 encumbered for this project represents the initial costs associated with remodeling the recently acquired building for Lodi Court expansion. In addition to this amount, $300,000 has been appropriated for 1987-88 for completion of remodeling activities at the new building. Additionally, the design of the remodeling of the existing court building should be completed in 1987-88.

- South County Courts - The $150,000 encumbered for this project represents funds available after acquisition of three modular buildings recently acquired for Manteca Court. The $130,000 is necessary to complete concrete and paving work at Manteca, minor remodeling work at Tracy, and provide for the acquisition of the necessary furniture and finishes. Additionally, $700,000 has been appropriated for the South County Court Project for 1987-88. How these funds are to be expended will be determined by the Board of Supervisors following design efforts currently being developed by Dean F. Unger, AIA.

- Jail Food Services AB 189 - A total of $1,700,000 has been encumbered for this project which would completely renovate the kitchen and jail food service capability at the Jail. This funding includes the replacement of major kitchen equipment and replacement of the high pressure steam system with a low pressure hot water system. The food service capacity will increase to handle the future growth of the Jail system. The conversion from steam will allow the removal of the five stationary engineers presently required to monitor the system.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Sheriff Intake Facility - A total of $200,000 is budgeted for completion of a consolidated intake facility at the County Jail. This new facility is necessary to support the implementation of the County Criminal Justice Information System (CJIS) as well as eliminate the booking demand presently being handled on a decentralized basis at all three Jail facilities. It is anticipated that the consolidated facility will be a temporary solution pending the completion of the new Jail.

- Juvenile Hall Expansion - This $1,011,871 project has been budgeted for 1987-88. It would be offset by $918,797 in State Grant funds received directly from the State and through the counties of Tuolumne, Calaveras, and Amador. Staff is currently analyzing a proposal which would provide for the expansion of this facility to be used by these neighboring counties for a limited period after which the facility could be used exclusively for San Joaquin County purposes.

Public Works Projects - This program area consists of four major projects encumbered from 1986-87 totaling $1,035,000 and three new project areas totaling $1,872,409 for 1987-88.

- Landfill Site Acquisition - This $648,000 represents funds accumulated to date toward the future acquisition of property for a landfill operation. Funding comes in the form of a repayment from the Solid Waste Enterprise Fund for funds previously loaned to that fund. The amount of income from that source for 1987-88 totals $153,000.

- Southern Water System - A total of $300,000 will be encumbered for this project which is currently under construction. The construction consists of major improvements to the water system which provides water to the Mathews Road site from wells located at the Airport.

- Morada Park Drainage - The $45,000 encumbered for this project represents funds to be deposited with the Public Works Department for improving drainage at the Morada Park site in Morada.

- Mathews Road Infrastructure - The $90,000 encumbered for this project reflects anticipated remaining amounts needed for consultant services retained to assess and recommend the infrastructure needs of the Mathews Road facility. The 1987-88 appropriation includes $400,000 for initiating the anticipated improvements needed for the Mathews Road site which should involve improvements to sewer and water systems.

- CDBG Projects - The $600,000 encumbered for these projects as well as $824,409 for 1987-88 constitute projects currently approved by the Board of Supervisors. Since the CDBG Program staff have an internal accounting system, these projects are listed as a single line item in the budget. However, they represent the following specific projects:

  Larch Clover Water
  Thornton Terminal Drainage
  Woodbridge Terminal Drainage
  Woodbridge Water
  Acampo Water
  French Camp
  Larch Clover/Thornton Pollution Study
  Mosswood Sewer
  Clements Water

Other Support - This category represents miscellaneous support facilities which do not appropriately fit into any of the previous four categories. It represents eight encumbered projects totaling $5,995,526 and four new appropriations totaling $1,672,880.

- 426 Eugenia Street - The $33,000 encumbered for this project provides for the acquisition of this property pursuant to previous Board of Supervisors direction. This property will allow expansion of the Motor Pool Shop facilities eventually.

BUDGET UNIT:	**148 PUBLIC IMPROVEMENT**
DEPARTMENT:	**COUNTY ADMINISTRATOR**
FUNCTION:	**CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER:	**DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Hazelton Complex Improvements - This project consists of $955,000 in encumbered funds and $500,000 in new appropriations. This amount provides for various activities including completion of a paving construction project in the Corporation yard, expansion of both the Public Works and Planning Department facilities, completion of remodeling of the Planning Department, and construction of a new dispatch center for Public Works.

- Courthouse/Canlis Building Improvements - A total of $450,000 should be encumbered to provide for the completion of projects currently in the construction or design phase. No new funding has been appropriated for this project for 1987-88. Projects scheduled for completion during the fiscal year include:

  - Completion of the sixth floor remodeling project. This will include completion of the General Services Department which provides for administrative offices, communications, and purchasing activities.
  - Completion of a new Emergency Services and relocation of that activity to the sixth floor.
  - Construction of a major conference room.
  - Remodeling of the Public Administrator area.
  - Remodeling of the Data Processing work area.

  Other Courthouse projects include:

  - Completion of new facilities on the fifth floor for the Superior Court Reporters.
  - Expansion of a Municipal Court courtroom on the fourth floor and addition of judicial chambers and clerical support staff.
  - Relocation of District Attorney Consumer Fraud and Victim Witness Units to the fourth floor.
  - Remodeling of the third floor of the administration building.

  Efforts are currently underway to relocate the Treasurer-Tax Collector's Office to provide needed room for the construction of three courtrooms. Other projects include miscellaneous remodeling activities in the Sheriff's Department and the completion of the Data Processing remodeling activity.

- Hospital Maintenance Yard Improvements - This $1,526 encumbrance is for materials currently on order to complete this project at the Hospital.

- Board of Education Building - A total of $4,400,000 was appropriated for this project for 1986-87. A construction contract was awarded on this project in the amount of $3,249,000 in April of 1987. Funds in excess of that amount will be required for administering the project, for landscaping, and acquisition of carpeting and open office systems. This project is jointly funded by San Joaquin County and the San Joaquin County Board of Education.

- General Services Warehouse - This project has again been budgeted in the amount of $750,000 for the construction of a warehouse facility to be located at the Mathews Road Complex. This project has been held up pending the completion of a Records Management Study, the results of which will determine the program needs of the facility. In addition to providing space for Records Management activities, the facility would replace existing buildings located at the Airport which house General Services surplus property and Elections materials.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Hospital P&R Improvements - The $4,000 encumbered provides for equipment and services currently on order for completion of the maintenance facility located at the General Hospital.

- Stockton Government Complex Plan - The $50,000 encumbered for this project is $100,000 less than the amount originally appropriated in 1986-87 for this activity. This revised estimated cost should be sufficient for consultant services to prepare a downtown government complex plan to provide for needed County facilities other than those of the Human Services Agency. Such a study will concentrate on the need for expanded facilities based on the growth of the criminal justice system.

- Agricultural Department Shop - The $107,000 for this project would provide for the replacement of a dilapidated metal building at the Hazelton Complex used by the Agricultural Commissioner as an equipment repair shop.

- Airport Parking Lot - A total of $372,880 is recommended for the expansion of the passenger parking lot at the Metropolitan Airport. With the increased use of the Airport, additional parking spaces are required to meet public demand.

- Motor Pool Construction - A total of $50,000 is recommended for consultant services to analyze the needs of the Motor Pool facilities on Wilson Way. Public Works staff anticipate that major expansion of this facility will be necessary in the near future. The County has been acquiring property for this expansion project over the past several years and these funds will provide pre-architectural programming services for that development.

- Other Appropriations - There is a $1,000,000 repayment recommended to reimburse the General Fund for an advance of funds in that amount from the General Fund Balance at the end of 1984-85. This is reflected as an Operating Transfer to the General Fund.

AVAILABLE FUNDS

Funding for the entire Capital Improvement Program is derived from a combination of various funds and revenue sources outlined below:

Revenue Description	1986-87 Approved	1987-88 Recommended	Increase/ Decrease
1. Revenue Sharing	$ 1,770,888	$ 0	$ (1,770,888)
2. Fund Balances			
Capital Outlay Fund	$ 6,294,137	$ 2,875,233	$ (3,418,904)
3. Interest Earnings			
Capital Outlay Fund	$ 300,000	$ 750,000	$ 450,000
General Reserve Fund	490,000	390,000	(100,000)
Total Interest Earnings	$ 790,000	$ 1,140,000	$ 350,000
4. Repayments			
Solid Waste Enterprise Fund			
1986-87	$ 159,000	$ 0	$ (159,000)
1987-88	0	153,000	153,000
Hospital Enterprise Repayment	67,000	67,000	0
Mental Health Repayment	0	60,000	60,000
Total Repayments	$ 226,000	$ 280,000	$ 54,000
5. Int. From Med. Cost Rpt. Trust			
1986-87	$ 267,000	$ 0	$ (267,000)
1987-88	0	180,000	180,000
Total Interest From Med. Cost	$ 267,000	$ 180,000	$ (87,000)

BUDGET UNIT: **148 PUBLIC IMPROVEMENT**
DEPARTMENT: **COUNTY ADMINISTRATOR**
FUNCTION: **CAPITAL MAINTENANCE & IMPROVEMENTS**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Revenue Description	1986-87 Approved	1987-88 Recommended	Increase/ Decrease
6. Other Income			
CDBG Projects	$ 1,690,689	$ 1,622,027	$ (68,662)
Prop 2 Jail Funding	1,000,000	1,000,000	0
AB 189 Jail Trust Fund	1,195,000	400,000	(795,000)
Courthouse Construction Trust	780,000	300,000	(480,000)
City of Stockton	423,624	56,500	(367,124)
Tracy Library Transfer	167,736	0	(167,736)
Micke Grove Toll Gate	242,400	0	(242,400)
Micke Trust Fund	397,610	433,028	35,418
Historical Society	81,420	81,400	(20)
State & Fed Aid - Parks	1,539,127	1,276,866	(262,261)
State Aid Hospital - AB 3245	200,000	0	(200,000)
State Aid - NE Community Center	140,000	140,000	0
State Aid - Mental Health	645,100	0	(645,100)
State Aid - Prop 52 Juv. Hall	0	279,222	279,222
Other County Aid - Juv. Hall	0	639,575	639,575
Parks - Subdivision Trust	16,500	24,046	7,546
Private Aid Grape Festival	100,000	0	(100,000)
State Aid Human Services	1,000,000	0	(1,000,000)
Board of Education	0	2,120,000	2,120,000
Gen. Fund - Hosp. Projects	0	300,000	300,000
Medi Care/Medi Cal Trust Hosp. Projects	0	2,430,000	2,430,000
Miscellaneous Income	2,000	2,000	0
Total Other Income	$ 9,621,206	$ 11,104,664	$ 1,483,458
TOTAL FUNDS AVAILABLE	$ 18,969,231	$ 15,579,897	$ (3,389,334)

AVAILABLE FUNDS DISCUSSION

Revenue Sharing - The 1987-88 recommended budget contains no new Revenue Sharing Funds. The $1,770,888 in Revenue Sharing Funds approved in the 1986-87 budget represented the third and fourth quarters of the 1985-86 Federal fiscal year allotments reduced by Federal Gramm-Rudman Budget Reduction Act cuts and further represents the last of the Federal Revenue Sharing entitlements which ended September 30, 1986.

Fund Balances - The June 30, 1987 anticipated fund balance is $2,875,233. This represents a decrease of $3,418,904 from the amount available at the beginning of the 1986-87 fiscal year. The fund balance consists primarily of unexpended revenues not required to fund prior year completed or encumbered projects and therefore, available for funding new projects in the 1987-88 fiscal year.

Interest Earnings - Anticipated interest earnings for 1987-88 total $1,140,000, or $350,000 over budgeted interest earnings for 1986-87. Of this total, $750,000 represents interest earnings from the Capital Outlay Fund while $390,000 represents earnings from the General Reserve Fund. These income sources for the Capital Improvement Program are based on Board of Supervisors policy established as part of the 1985-86 Final Budget. The increase in interest earnings for the Capital Outlay Fund is based primarily on cash deposits in the fund which are tied to projects currently under construction. The reduction in General Reserve Fund interest earnings is caused both by the transfer from the General Reserve to the Casualty Insurance Trust Fund in 1986 as well as reduced interest rates.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Repayments - Repayments totaling $280,000 represent a $54,000 increase over the amount approved for 1986-87. These repayments consist of $153,000 from the Solid Waste Enterprise Fund which are being accumulated in the Capital Improvement Fund for future landfill site acquisition. The repayment of $67,000 from the Hospital Enterprise Fund represents the annual payment on a $318,000 loan for the acquisition and installation of five relocatable buildings at the Hospital in 1985-86. This represents the second year of the five-year loan being paid to the Capital Improvement Fund at an 8% annual interest rate. The $60,000 repayment from Mental Health Services represents the second-year payment to the Capital Improvement Fund for the construction of modular buildings at the San Joaquin County Adult Activity Center funded from program revenues.

Interest from Medicare/Medi-Cal Cost Report Trust Fund - The decrease of $87,000 in this revenue is due to both reduced interest rates and a reduction in funds currently on deposit in that trust. This trust fund is utilized as a contingency against cost settlement for Medicare/Medi-Cal claims. Payment of some of those claims accounts for the reduction in deposit. Interest earnings from this trust fund are placed in the Capital Improvement Program for the purpose of funding Hospital projects. This is consistent with Board of Supervisors policy adopted during final budget hearings in August 1985.

Other Income - This $11,104,664 represents revenue which is mostly project specific. These projects include the Community Development Block Grant Program in the amount of $1,622,027; various Parks and Recreation projects totaling $1,733,940; miscellaneous justice system projects with income totaling $2,318,797; anticipated revenue from the Board of Education totaling $2,120,000 for the construction of the Board of Education facilities; $2,730,000 for Hospital related projects; and $579,900 in miscellaneous income sources. The $2,730,000 for Hospital projects consists of $300,000 from the General Fund representing General Fund obligations performed under the Hospital Enterprise Fund budget and $2,430,000 from the Medicare/Medi-Cal Cost Report Trust Fund. This last amount represents an advance from the fund to provide for the majority of design and administration services necessary for the General Hospital building addition. This amount will be reimbursed to the trust fund upon the completion of financing for the project.

Total Funds Available - Total funds available for 1987-88 are $15,579,897. This is approximately $3.4 million less than was budgeted in the 1986-87 Final Budget. This cumulative reduction results from various fluctuations in revenue activity as outlined in the preceding paragraphs.

1986-87 CAPITAL PROJECTS

The following project descriptions account for that part of the 1986-87 Capital Improvement budget in which specific projects were completed, or on which significant progress has been made. Most completed projects represent efforts initiated in 1985-86 due to the time requirements involved in completing capital construction. Those projects for which significant progress has been made are carried over into the 1987-88 fiscal year and represent a portion of the overall recommended Capital Improvement Program.

Hazelton Complex Improvements - This general description provides for a variety of projects at the Hazelton Complex site. In 1986-87, a $310,000 project was completed for improvements to the Corporation Yard drainage and asphalt paving. A contract was approved with a local architectural firm to expand the Public Works and Planning Department and construct a new dispatch center. Also completed was furniture refurbishing for the Planning Department.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Courthouse/Canlis Building Improvements - Under this project heading, several substantial relocation/remodeling projects were completed at a cost of approximately $450,000. Included among these projects were:

- Complete remodeling with space reduction for Personnel Division.
- Reconstruction of Data Processing operations area to accommodate new data processing equipment.
- Refurbishing of Auditor-Controller's Office.
- Construction of Employee Health Clinic in the Canlis Building.
- Remodeling and relocation for Human Services Agency staff-training and eligibility units.
- Remodeling and relocation of Department of Aging/Community Action Agency to Hotel Stockton building.
- Remodeling of facilities on the sixth floor of the Courthouse to accommodate CAO Capital Projects, CAO Grants Management, Fire Warden, General Services/Purchasing, Communications and Administration, and planning for the relocation of Emergency Services, remodeling of Public Administrator's Office, and construction of a conference room.
- Construction on the fifth floor of the Courthouse to accommodate the relocation of the Superior Court Court Reporters.
- Construction of a Municipal Court courtroom on the fourth floor of the Courthouse and plans to expand that courtroom and construct judicial chambers, jury deliberation room, and support offices.
- Completion of remodeling for Government Buildings Shop expansion.
- Miscellaneous remodeling projects in the Sheriff's Office.
- Complete interior design services for finishes and open office systems for Board of Education facility.
- Miscellaneous space planning and design services for Municipal Court, District Attorney, County Clerk, County Counsel, Board of Supervisors, Recorder, Hospital, Jail, Agricultural Commissioner, Public Works, Counsel of Governments, Mental Health Services, Alcohol Services, Drug Services, Lodi Court, Lodi Marshal, Stockton Marshal, South County Courts and Marshals.

Justice System

- Completion, transition and operation of the $712,255 40-bed minimum security women's facility, commonly known as "G" Barracks. The project provides much-needed relief to the overcrowded women's facility and was built pursuant to the County Jail Advisory Committee recommendations that meet ACA and Title 15 Minimum Jail Standards.
- Relocation of the Alcohol Reception Center to modular buildings located at the Honor Farm. This project nearing completion will return to use as an Honor Farm barracks for Jail inmate housing. In addition, it will expand the capacity of the Alcohol Reception Center from an original 20-bed to 30-bed, to provide support space for the Alcohol Program staff of the Jail facilities. Cost of this project is $113,572.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Jail Administration Facility - This project provided a modular building at the County Jail to house the Jail administration component. This facility allowed the Sheriff to meet the management reorganization goals of centralizing Jail administration and thus eliminating the facility-based concept.

Regional Sports Complex - This project was completed in 1986-87 at a construction cost of $1,249,419 and is currently being further developed by the Parks and Recreation Department.

Woodbridge Park - Master planning for the Woodbridge Park was completed at a cost of $8,700.

Micke Grove Improvements - Funds were approved in various miscellaneous accounts for general improvements to Micke Grove. Completed projects include improvements to the zoo, pathways, 504 handicap compliance, drinking fountains, etc., at a cost of $17,500.

Juvenile Hall Remodeling - This $929,815 project was completed during the fiscal year and provided for the remodeling of the old detention facilities into offices which allowed for the transfer of the Juvenile Division of Probation from the Courthouse to the Mathews Road site. The landscaping for this project is currently in process under a different construction contract.

Southern Water System - This project is administered by the Public Works Department and provides for substantial upgrade in the water system providing water from the Airport to the Mathews Road Complex. Construction is currently in process at a cost of approximately $750,000.

Superintendent of Schools' Building - This project is currently under construction near the Airport and will provide for the relocation and consolidation of the Superintendent of Schools' Office and Board of Education operations to that site. The construction contract is for $3,249,000 not including landscaping, telephones, carpeting, and open office systems.

Lodi Court Expansion - To provide relief from the severe overcrowding at the Lodi Municipal Court, a building was acquired across the street from the current complex. Design is currently underway to remodel this facility and relocate some of the court operations to this new site. Actual acquisiton cost of the building is subject to court findings.

Cherokee Lane Street Improvements - This $51,640 project was administered by the Public Works Department and provides for the County share of road improvements adjacent to the County-owned Lodi Grape Festival site.

Human Services Agency Building - During the course of the 1986-87 fiscal year, the pre-architectural and architectural program for this facility was completed at a cost of $150,000. Additionally, County Counsel has acquired many of the sites necessary for County use. County staff is currently working on methods to finance the construction of this facility and concurrently staff is developing materials for the contracting of design and construction management services.

Hospital Maintenance Yard Improvements - Approximately $16,000 was expended during 1986-87 to improve the maintenance facilities at the General Hospital including improved lighting, corporation yard, and building improvements.

Micke Grove Zoo Renovations - Designs were completed and bids were received for the reconstruction of Monkey Island at the Micke Grove Park Zoo. Bids for this project greatly exceeded the architect's estimate and available funds of $234,000 and the project has been deferred pending alternative solutions to mitigate the high cost of reconstruction.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

South County Courts - During 1986-87, substantial progress was made on meeting the interim needs of the South County Courts. This included remodeling at the Tracy Court and the installation of two modular buildings to provide support staff space and an additional courtroom. In Manteca, plans were completed for the addition of three modular buildings to provide for similar space needs. The bid was awarded for these three buildings in early June of 1987 and they should be installed sometime in August. Total expenditures for the year will be approximately $200,000. Additionally, a consultant report was received which projects the court staffing and space needs to the year 2006. Following acceptance of that report, a consultant was engaged to identify specific building needs for the South County Courts.

CDBG Projects - These public works projects are being administered by the Public Works Department. Improvements are currently underway for Larch Clover Water, Thornton Terminal Drainage facilities, Woodbridge Storm Sewers, Woodbridge Water System, Acampo, French Camp Water System, Thornton Terminal Drainage System, and Thornton Pollution Studies. Expenditures in 1986-87 should total approximately $750,000.

Durham Ferry - An $8,260 project was completed at Durham Ferry Regional Park for irrigation and landscaping improvements.

Garden Acres Community Center - By years end, a construction award will have been made for the $149,000 remodeling and expansion of the Garden Acres Community Center.

Farmington Tennis Courts - Maintenance improvements and resurfacing of this facility was completed in 1986-87 fiscal year at a cost of $28,467.

Northeast Community Center - A construction contract was approved for this project in the amount of $149,444 which provides for expansion of the Northeast Community Center at Gianone Park.

Lodi Grape Exhibition Hall Roof - An $83,618 structural improvement was completed for the Exhibition Hall roof at the Lodi Grape Festival.

Hospital ICN Expansion - Construction is currently underway for the ICN units at the General Hospital. Cost of this project is approximately $500,000.

Hospital A-Side Plumbing - This project is currently under construction at a cost of $286,018 and provides water in patient rooms.

Hospital Administration Addition - This $1 million project is currently under construction at the General Hospital and will provide additional space for medical and administrative staff offices as well as a new data processing center.

Micke Grove Restrooms - Three Micke Grove restrooms have been renovated or are currently under construction at a cost of approximately $60,000 each. This is part of an overall plan to renovate the infrastructure buildings at Micke Grove Park.

Oak Grove Picnic Shelter Expansion - This $30,000 project to expand picnic shelter at Oak Grove Park is currently under construction.

Oak Grove Concession Remodel - Conversion of the Oak Grove concession stand to a meeting room is currently under construction. The $46,869 cost of renovation should be made up from increased rentals.

BUDGET UNIT: 148 PUBLIC IMPROVEMENT
DEPARTMENT: COUNTY ADMINISTRATOR
FUNCTION: CAPITAL MAINTENANCE & IMPROVEMENTS
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

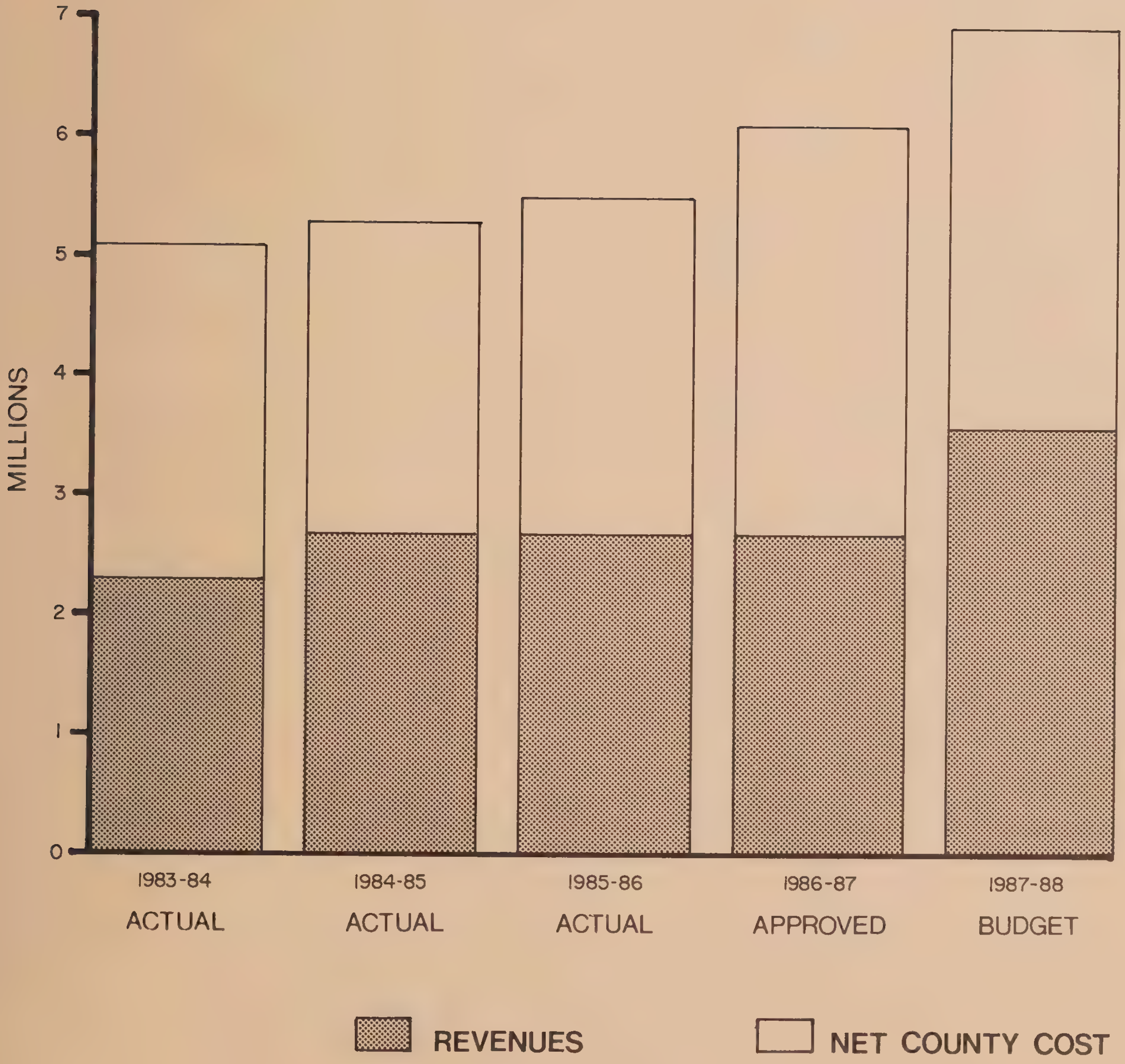
PROGRAM DISCUSSION OF 1987-88 BUDGET

Airport Projects - Pavement resurfacing projects in the amount of $33,000 were completed during the course of the fiscal year. Utilizing Airport Enterprise Funds, rather than Capital Improvement Funds, construction is currently underway to improve the heating/air conditioning system at the terminal building.

Mathews Road Infrastructure Improvements - A consultant was employed during the course of the fiscal year at a cost of $108,600 to study the infrastructure requirements for the Mathews Road Complex. This primarily includes water, sewage, circulation, and flood mitigation measures.

Environmental Protection

CHANGE IN PROGRAM EXPENDITURES



Enviromental Protection

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
° 23500-Fire Prevention	$ 117,454	$ 181,060	$ 181,060	$ 63,606
° 24100-Flood Channel Maintenance	455,276	497,733	497,733	42,457
° 24700-Agricultural Commissioner	1,893,889	1,976,962	1,976,962	83,073
° 24900-Weights & Measures	380,818	379,428	379,428	(1,390)
° 26300-Animal Control	500,913	504,730	504,730	3,817
° 25700-Public Administrator	139,788	132,786	132,786	(7,002)
° 25800-Planning	1,296,933	1,225,933	1,225,933	(71,000)
° 24800-Building Inspection	809,106	1,080,414	1,080,414	271,308
° 25801-COG/Airport Land Use Comm	5,700	6,000	6,000	300
° 26000-Emergency Services	323,015	456,732	456,732	133,717
° 26100-Central Morgue	274,524	270,765	270,765	(3,759)
° 26200-Animal Humane Services	12,000	12,000	12,000	0
° 26500-Fish & Game Propagation	33,361	17,202	17,202	(16,159)
° 26600-Housing Appeals Board	1,650	1,650	1,650	0
° 26700-Local Agency Formation Comm	108,120	109,167	109,167	1,047
TOTAL - ENVIRONMENTAL PROTECTION	$ 6,352,547	$ 6,852,562	$ 6,852,562	$ 500,015

BUDGET UNIT: **235 FIRE PREVENTION**
DEPARTMENT: **FIRE PREVENTION**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **STEVE THIENES**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 74,087	$ 81,306	$ 84,199	$ 84,199	$ 2,893
• Svcs/Supplies	23,507	35,648	94,316	94,316	58,668
• Fixed Assets	5,923	500	2,545	2,545	2,045
TOTAL APPROP	$ 103,517	$ 117,454	$ 181,060	$ 181,060	$ 63,606
Earned Revenue By Source					
• Charges for Svcs	$ 192	$ 20,768	$ 79,752	$ 79,752	$ 58,984
TOTAL REVENUE	$ 192	$ 20,768	$ 79,752	$ 79,752	$ 58,984
NET COUNTY COST					
• Discretionary	$ 103,325	$ 96,686	$ 101,308	$ 101,308	$ 4,622
ALLOCATED POSITIONS	2.0	2.0	5.0	2.0	0
TEMPORARY (FTE)*	0.1	0.1	0.1	0.1	0
TOTAL STAFFING	2.1	2.1	5.1	2.1	0

MANDATE

The function of the Fire Warden is not mandated; however, Section 24008 of the Government Code authorizes creation of a County Fire Warden's Office. The County Fire Warden and his deputies and assistants shall perform such duties relating to fires, or to fire protection and prevention, as required by the Board of Supervisors.

PURPOSE

Provides fire, life safety, and prevention inspections of County buildings, institutional occupancies, homes for the aged, children's homes, and public assemblies. Provides administration of the County Uniform Fire Code, plan reviews of new development for Fire Code compliance, i.e. fire department access roads, water for fire suppression, and fire protection systems. Investigates fires for cause and origin and is the coordinator of the San Joaquin County Arson Task Force.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Institutional Inspections	120	165	180	185	190
Business License & Certificate of Occupancy	N/A	402	500	520	550
Miscellaneous Permits	30	30	60	85	250
Plan Review	N/A	117	200	429	500
Weed Abatement					
Fire Investigations	78	133	150	200	225

Institutional Inspections include day care, nursing homes, hospitals, sanitariums, jails, schools, and all other community care facilities.

Business License and Certificate of Occupancy includes inspection of all new business licenses each year and inspection of all new commercial buildings prior to their occupancy.

BUDGET UNIT: 235 FIRE PREVENTION
DEPARTMENT: FIRE PREVENTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: STEVE THIENES

WORKLOAD DATA

Miscellaneous Permits include dance permits, inspection of underground storage tanks, fireworks permits, and public assemblies.

Plan Review is the review of building plans to see that they meet fire requirements.

Weed Abatement includes coordination of the County Weed Abatement Program for all the fire districts.

Fire Investigations include investigations to determine the cause and origin of arson-caused fires, preparation and submission of cases to the District Attorney for criminal complaints and processing through the court system for conviction.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$2,893 increase ($81,306 to $84,199)

- $2,413 - Normal salary adjustments.

SERVICES & SUPPLIES

$58,668 increase ($35,648 to $94,316)

- $45,984 - Increase due to expanded weed abatement program.

FIXED ASSETS

$2,045 increase ($500 to $2,545)

- $2,200 - Portable radios for Arson Task Force.
- $345 - File cabinet for arson materials.

REVENUES

$58,984 increase ($20,768 to $79,752)

- $45,984 - Increase projected for expanded weed abatement program.

NET COUNTY COST

$4,622 increase ($96,686 to $101,308)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Weed Abatement

The Weed Abatement program was adopted in 1984, and 866 parcels were identified for abatement that year. In 1986, approximately 1,400 parcels were targeted, which was a 61% increase. Four additional fire districts have indicated that they will be joining the program next year. Another 15-25% increase in targeted parcels is expected with the addition of these districts. Presently, the Weed Abatement program is receiving year-round attention to insure its success.

Weed Abatement-Program Costs

	1985-86 Actual	1986-87 Est./Act.	1987-88 Request
Contractor Services	$ 9,539	$51,271	$66,552
Administrative Costs	968	6,600	13,000
Total	$10,507	$57,871	$79,552

BUDGET UNIT: 235 FIRE PREVENTION
DEPARTMENT: FIRE PREVENTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: STEVE THIENES

PROGRAM DISCUSSION OF 1987-88 BUDGET

Fire Investigation

Arson and Bomb Task Force

The Arson and Bomb Task Force is a team effort by the County's various fire service and law enforcement agencies, and the District Attorney's Office. Its purpose is to respond to the scene of a suspicious fire, collect evidence, interview witnesses, and comprehensively investigate the case for prosecution and trial. The Task Force has become an effective investigative unit that is actively and successfully convicting arsonists.

The Task Force works with all the fire departments in San Joaquin County, and the cities of Stockton, Lodi, Escalon, Tracy, and Manteca. Approximately 200 investigations are projected for 1987-88. Fire investigators are provided safety equipment and compensated on an hourly basis from extra-help salary funds. Two trainee investigators will be added to the Arson and Bomb Task Force during the next year.

Arson and Bomb Task Force-Program Costs for 1987-88:

Extra-help pay	$3,000
Lease of pagers	1,800
Equipment and supplies	2,405
Transportation and travel	300
Portable radios	2,200
Total	$9,705

Administration

Currently, the Delta Fire District is being provided administrative services. These services are available to other districts.

To reduce the cost to individual agencies, joint purchasing will be explored. Manteca and Ripon Fire Districts have entered into such a program with districts and cities in Stanislaus County. That program has produced substantial savings.

Planning

The impact of growth and annexations on fire service delivery by districts and cities in the County will be studied. Impacts include those relating to fire station locations, loss of revenue, demands for services, duplication of services, and water for fire protection and roadways. The County can provide coordination between the districts and cities as recommendations are made to the Board of Supervisors, district boards, and city councils. Efforts will be made to apply for grants, funds, and equipment that may be available to enhance delivery of fire services in the County.

A fee schedule for first responders to vehicle accidents, vehicle fires, and emergency medical calls will be researched. The 1981 Fire Protection District law allows for the charge of such fees for specialized services. The feasibility of establishing appropriate permit and development fees will also be studied.

BUDGET UNIT: 235 FIRE PREVENTION
DEPARTMENT: FIRE PREVENTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: STEVE THIENES

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To bring three fire companies in the newly formed Delta Fire District to operating status.	1. Formed two companies in the Delta District, King Island and Tower Park, with apparatus stationed respectively. The Saddle City area does not generate the necessary volunteers to fill the company at this time. The Tower Park company has a 6-minute response time to the Saddle City area. Added a fire/rescue boat to the Tower Park company. The boat was granted to the district through surplus property from the County Parks and Recreation Department.
2. To annex remaining Delta areas south of the Deep Water Channel to the Delta Fire District.	2. Pursued the annexation of the South Delta area, which is pending.

1987-88 OBJECTIVES

1. To adopt the 1985 Uniform Fire Code.

2. To adopt a residential fire sprinkler ordinance for newly constructed dwellings.

3. To adopt a fee schedule for permits required by the Fire Code.

4. To adopt a fee schedule for first responders and administer collection for the fire districts.

5. To adopt a fee schedule for plan review and field inspection to offset the administrative costs of these functions.

CONCURRENCE

Mr. Steve Thienes, Fire Warden, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 241 FLOOD CHANNEL MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: HENRY M. HIRATA

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 410,482	$ 430,699	$ 496,823	$ 496,823	$ 66,124
• Svcs/Supplies	11,761	24,577	910	910	(23,667)
TOTAL APPROP	$ 422,243	$ 455,276	$ 497,733	$ 497,733	$ 42,457
Earned Revenue By Source					
• Charges for Svcs	$ 417,770	$ 455,276	$ 497,733	$ 497,733	$ 42,457
TOTAL REVENUE	$ 417,770	$ 455,276	$ 497,733	$ 497,733	$ 42,457
NET COUNTY COST					
• Mandated	$ 4,473*	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	12.0	12.0	13.0	13.0	1.0
TEMPORARY (FTE)**	0.5	1.0	1.0	1.0	0.0
TOTAL STAFFING	12.5	13.0	14.0	14.0	1.0

*All expenditures are offset by revenues. However, because charges for services are billed monthly in arrears, actual revenues may not match actual expenditures for the same period.
**Full-time equivalent.

MANDATE

An act of the State legislature in April 1956 created the San Joaquin County Flood Control and Water Conservation District. This is contained in Chapter 79 of the California Water Code, as amended, which defined the rules and regulations governing the operations of the San Joaquin County Flood Control and Water Conservation District.

PURPOSE

The general purpose of the Channel Maintenance Division of the Department of Public Works is to maintain, in accordance with Federal regulations, those channels and levees which have been constructed with Federal funds (Project channels and Project levees). Those channels, which are in more or less a natural state or constructed without the use of Federal funds (Non-Project channels), are maintained to provide as much flood protection as possible within the available resources.

WORKLOAD DATA

The Channel Maintenance Division maintains 216 miles of Project levees and appurtenances in accordance with State Department of Water Resources and Army Corps of Engineers standards. Non-Project channels are maintained as resources permit. Major activities are:

Acres	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Herbicide Application	Not	2,250	2,250	2,260	2,260
Mowing	Avail.	418	419	600	600
Burning	for	900	900	900	900
Rodent Control	this	50	218	300	300
Erosion Control & Channel Clearing	Fiscal	12	11	61	50
Levee and Channel Debris Clearing	Year	0	39	39	45
Hand Clearing (Miles)		2	1	4	4

BUDGET UNIT:	**241 FLOOD CHANNEL MAINTENANCE**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$66,124 increase ($430,699 to $496,823)

- $15,249 - Normal salary adjustments.
- $50,875 - Supervision services included as full-time position (see Program Discussion).

SERVICES & SUPPLIES
$23,667 decrease ($24,577 to $910)

- ($24,577) - Due to eliminating reimbursement to Road Fund for supervision services formerly provided by Public Works-Road Maintenance Division (see Program Discussion).
- $910 - Increase in Workers' Compensation Insurance.

REVENUES
$42,457 increase ($455,276 to $497,733)

- $42,457 - All costs attributed to this budget are reimbursed from Flood Control Zones and the Road Maintenance Division of Public Works. The 1987-88 breakdown is:

Zone 9	$485,733
Road Fund	12,000
Total	$497,733

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1987-88, the Channel Maintenance Division will be involved with the maintenance of 216 miles of Project levees, structures, and channels. The Division will also be involved with clearing and shaping Non-Project channels and correcting erosion on Project channels. The estimated cost of erosion repair work amounts to $101,464. This is just a start to repair damage that occurred during the 1982-83 and 1986 high stream flows.

Most of the Flood Channel Maintenance Division's efforts are expended in Zone 9 of the Flood Control and Water Conservation District. Current Zone 9 funding is expended 60% on Project channels and 40% on Non-Project channels. To fully meet the needs on Project channels, 100% of the available Zone 9 funding should be directed to that purpose and work on Non-Project channels discontinued. An election to increase the Zone 9 Benefit Assessment is scheduled for November 1987, to provide funding to adequately provide for both Project and Non-Project maintenance. If the election should fail, Non-Project work will need to be discontinued to provide for adequate Project maintenance.

The Channel Maintenance Superintendent's position was previously included in the Public Works-Road Maintenance budget and funded half by the Road Fund and half by Channel Maintenance. Effective 1987-88, the Superintendent's position will be allocated to this budget unit because the majority of this person's time is spent supervising Channel Maintenance crews. This is in response to the increased supervisory demands required for administering the channel maintenance function in conformance with the required State Department of Fish and Game permitting process. All costs associated with this budget are reimbursed by either the Flood Control Zones or the Road Maintenance Division of Public Works. It is estimated that approximately $12,000 of work will be performed for Road Maintenance in 1987-88.

Channel Maintenance will continue to clear vegetation from Project channels with hand crews furnished by the Alternative Work Program and the Inmate Program from the Sheriff's Office. The Division will also be concentrating on Mormon and Littlejohn Channels through much of the 1987-88 fiscal year. The Division will also be involved with the California Department of Water

BUDGET UNIT: 241 FLOOD CHANNEL MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Resources Program where inspections have noted that an estimated $245,000 of erosion control, rodent control, structure maintenance, and storm cleaning will be required.

Channel Maintenance inspection reports by the State Department of Water Resources from 1986 gave the Division an outstanding rating on Project channel maintenance.

Channel Maintenance will also, for the first time, be under an agreement with the California Department of Fish and Game, protecting the environment of wildlife while keeping the channels open for designed stream flows. The Division is still involved in the intern program with the California Conservation Corps. These interns work on a 12-month basis at no charge to the County for the training they receive. They serve as oilers on the dragline and do some light tractor work. They are also involved in rodent control, structure maintenance, and herbicide work.

Mechanical mowing has been expanded to the flood plains on all channels within urban areas. The Maintenance Management System is partially on-line with programming being done on the scheduling segment of the program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To maintain drainage channels and levees in order to provide the greatest degree of capacity to protect adjoining and downstream properties against flooding.	1. Performed maintenance on channels and 216 miles of Project levees. This is an ongoing effort.
2. To establish an herbicide growth retardant program on flood plains and levees in urban areas.	2. Achieved. This program is in operation and has proven to be cost effective.
3. To continue upgrading the training and safety programs for employees.	3. Upgraded training and safety programs by sending Division staff to Model-Netics, and herbicide training, and by providing on-the-job training.
4. To modify existing equipment to utilize mowing equipment on crawler tractors to enable mowing of channel bottoms.	4. Explored this alternative. It was determined to be not cost effective; therefore, this was not accomplished.
5. To design and construct a trailer for use in burning levee growth.	5. Accomplished. Staff is now updating this unit with 8 ft. booms capable of burning under a maintained pressure.
	6. Updated spray truck with a computer and pressure control to allow bank spraying and channel work up to 35 feet from vehicle without operator leaving cab of vehicle.

BUDGET UNIT: 241 **FLOOD CHANNEL MAINTENANCE**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 OBJECTIVES

1. To establish within Fish and Game regulations, a program for controlling brush, small trees, and streambed control of Water Hyacinth and Parrotts Feather.
2. To upgrade methods of erosion control and lower the costs of erosion work.
3. To evaluate planting Coastal Bermuda on the Calaveras flood plain and evaluate cost of maintenance to the present program.
4. To complete the computerization of the Channel Maintenance Management System.

CONCURRENCE

Mr. Henry Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: AGRICULTURAL COMMISSIONER BUDGETS

RESPONSIBLE MANAGER: ERWIN EBY

Rabies Treat	1985-86	1986-87	1987-88		
Fund: & General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 2,051,377	$ 2,255,748	$ 2,314,130	$ 2,314,130	$ 58,382
• Svcs/Supplies	350,299	391,329	414,387	414,387	23,058
• Other Charges	101,743	112,261	110,000	110,000	(2,261)
• Fixed Assets	32,335	21,685	28,006	28,006	6,321
Total Expend	$ 2,535,754	$ 2,781,023	$ 2,866,523	$ 2,866,523	$ 85,500
• Intrafund Trans	0	(5,403)	(5,403)	(5,403)	0
TOTAL APPROP	$ 2,535,754	$ 2,775,620	$ 2,861,120	$ 2,861,120	$ 85,500
Earned Revenue By Source					
• Lic/Permits	$ 48,296	$ 53,500	$ 53,600	$ 53,600	$ 100
• Interest & Rent	1,868	0	0	0	0
• Aid-Other Govt	788,512	640,664	648,502	648,502	7,838
• Charges for Svcs	64,139	62,000	64,050	64,050	2,050
• Other Revenue	33,410	32,000	32,000	32,000	0
TOTAL REVENUE	$ 936,225	$ 788,164	$ 798,152	$ 798,152	$ 9,988
NET COUNTY COST					
• Mandated	$ 1,599,529	$ 1,987,456	$ 2,062,968	$ 2,062,968	$ 75,512
ALLOCATED POS	61.0	61.0	61.0	61.0	0.0
TEMPORARY (FTE)*	5.9	5.5	5.1	5.1	(0.4)
TOTAL STAFFING	66.9	66.5	66.1	66.1	(0.4)

*Full-time equivalent

SUMMARY

This presentation summarizes the three budget units administered by the County Agricultural Commissioner. Shown on the following pages, these budget units are: 247 Agricultural Commissioner; 249 Weights and Measures; and 263 Animal Control.

PROGRAM HIGHLIGHTS

The following are the major program highlights for 1987-88:

- Construction of a new shop building for Agricultural/Weights and Measures vehicles at the Hazelton Complex. Funds for this purpose in the amount of $107,000 have been budgeted under the Public Improvement budget. The shop maintains specialized trucks and equipment used for the roadside weed-control program as well as livestock and truck scale inspection programs.

- Expansion of a program which certifies agricultural commodities for export to Japan. The program currently monitors insect pests in walnuts. The program has recently been expanded to include cherries. The annual cost of the expanded program is approximately $13,000. The program requires additional staff overtime, but it is fully offset by State funds.

- Augmentation of Weights and Measures field testing programs including adjustments in procedures due to changes in the standards for interpretation of moisture allowances.

- Initiation of a program to increase enforcement of dog licensing requirements. The program is intended to produce additional revenue using existing staffing. The enforcement program will include public education activities as well as field investigation duties. A goal of approximately $25,000 in increased revenues will be considered for the first full year of the program.

BUDGET UNIT: **247 AGRICULTURAL COMMISSIONER**
DEPARTMENT: **AGRICULTURAL COMMISSIONER**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **ERWIN EBY**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,487,971	$ 1,628,388	$ 1,686,812	$ 1,686,812	$ 58,424
• Svcs/Supplies	237,698	262,069	277,789	277,789	15,720
• Fixed Assets	26,916	8,835	17,764	17,764	8,929
Total Expend	$ 1,752,585	$ 1,899,292	$ 1,982,365	$ 1,982,365	$ 83,073
• Intrafund Trans	0	(5,403)	(5,403)	(5,403)	0
TOTAL APPROP	$ 1,752,585	$ 1,893,889	$ 1,976,962	$ 1,976,962	$ 83,073
Earned Revenue By Source					
• Licenses/Permits	$ 5,383	$ 4,000	$ 4,100	$ 4,100	$ 100
• Interest & Rents	1,868	0	0	0	0
• Aid-Other Govt	778,497	628,900	636,983	636,983	8,083
• Charges for Svcs	44,605	49,000	50,500	50,500	1,500
TOTAL REVENUE	$ 830,353	$ 681,900	$ 691,583	$ 691,583	$ 9,683
NET COUNTY COST					
• Mandated	$ 922,232	$ 1,211,989	$ 1,285,379	$ 1,285,379	$ 73,390
ALLOCATED POSITIONS	42.0	42.0	42.0	42.0	0.0
TEMPORARY (FTE)*	5.7	5.3	5.1	5.1	(0.2)
TOTAL STAFFING	47.7	47.3	47.1	47.1	(0.2)

*Full-time equivalent

MANDATE

The California Food and Agricultural Code, Section 2001, mandates that there be in each county a County Department of Agriculture, and Section 2002 further states that this Department be under the control of the County Agricultural Commissioner. The Agricultural Commissioner is mandated by Section 2281 for the local enforcement of agricultural laws.

PURPOSE

Promotes and protects the agricultural industry; protects the public health, safety, and welfare through the enforcement of the provisions of the California Food and Agricultural Code.

WORKLOAD DATA

A wide range of enforcement functions in both urban and rural areas are performed by the Agricultural Commissioner. The majority of these programs are State mandated and State coordinated. A portion of program costs is reimbursed by the State. The following data are workload hours:

	-------Actual	--------		Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Environmental Protection					
Pest Detection	7,747	5,701	5,964	5,700	5,850
Pest Eradication	27	16	30	15	15
Pest Management	4,308	3,946	4,497	4,144	4,400
Pest Exclusion	5,374	4,249	5,033	4,700	5,000
Pesticide Use Enforcement	19,358	19,406	19,444	19,896	19,600

BUDGET UNIT: 247 AGRICULTURAL COMMISSIONER
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Consumer Protection					
Seed	130	148	112	155	112
Nursery	1,677	1,630	1,595	1,570	1,580
Fruits, Vegetables, Nuts	1,995	1,912	1,946	1,950	1,945
Eggs	1,165	1,160	1,059	1,120	1,060
Special Services					
Apiary	412	302	257	250	250
Statistics	1,065	1,284	1,113	1,050	1,100
Other	1,144	2,098	2,029	1,150	2,000
Total Hours	44,402	41,852	43,079	41,700	42,912

Environmental Protection includes annual permits issued to use restricted pesticides and the use of these chemicals is monitored. Further, quarantine pests are detected, excluded, and eradicated.

Consumer Protection includes a program providing inspection services for eggs, fruits and vegetables, nursery plants, and seeds.

Special Services includes mandated and discretionary apiary inspections, as well as an annual mandatory compilation of crop statistics for the County, which is widely used by industry and education.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$58,424 increase ($1,628,388 to $1,686,812)

- $49,030 - Increase due to normal salary adjustments.
- $8,640 - Increase in Salaries - Overtime that is offset by increased revenues from inspection fees.

SERVICES & SUPPLIES

$15,720 increase ($262,069 to $277,789)

- $13,350 - Increase in Workers' Compensation Insurance.
- $7,177 - Increase due to hazardous waste requirements.
- ($4,000) - Decrease in telephone expense.

FIXED ASSETS

$8,929 increase ($8,835 to $17,764)
Major items include:

- $3,924 - Computer equipment.
- $13,000 - Three-quarter ton pickup truck.

REVENUES

$9,683 increase ($681,900 to $691,583)

- $8,500 - Increase from new State revenue for Agricultural Pesticide Residue Sampling.
- $9,000 - Increase in revenue from agricultural inspections.
- ($7,500) - Decrease in revenues from the sales of rodent baits.

NET COUNTY COST

$73,390 increase ($1,211,989 to $1,285,379)

BUDGET UNIT: 247 AGRICULTURAL COMMISSIONER
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

PROGRAM DISCUSSION OF 1987-88 BUDGET

The computer system provided by the California Department of Food and Agriculture (CDFA) went on-line in 1986 for the issuance of 1987 Restricted Materials Use Permits. This accomplishment included the training of staff and the entry of 2,200 permits into the computer. With the knowledge and expertise gained, and with the addition of terminals and printers, updated permits can be issued in our satellite offices in 1987-88, as well as in the Stockton office.

Plans for the construction of the shop building for Agricultural/Weights and Measures vehicles are being developed for the Hazelton Complex. This shop will maintain the Department's specialized trucks used for the County's roadside weed control program and for inspecting the many livestock and truck scales used within San Joaquin County. These vehicles will be best maintained at this on-site facility.

Because CDFA did not let contracts until the end of the summer in 1986, the new program of Pesticide Residue Sampling was smaller in scope than initially anticipated. It is expected that this program will be larger in 1987-88 and the Department anticipates handling this program without the need for additional workforce.

A new program of certification of walnuts for export to foreign countries, particularly Japan, was successfully completed in 1986. During the latter part of this fiscal year, a certification program for cherries to Japan will occur. The certification programs will increase hours spent in Pest Exclusion and will require additional overtime hours. These programs are self-supporting with offsetting revenues for both regular and overtime hours. Similar requests are anticipated for certification of cherries and walnuts in Fiscal Year 1987-88.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To further utilize computerization opportunities in the various programs and administrative functions of the Department.	1. Issued more than 2,200 Restricted Materials Permits by computer. Compiled statistics regarding the various inspection categories. Developed programs to compile data for use in State-mandated reports.
2. To complete the installation of the new bait-mixing equipment.	2. Adopted a process to provide growers and the general public with a reliable supply of rodent baits at a reasonable cost from private industry sources. Found this to be cost-effective after a comprehensive study.
3. To remodel the existing Agricultural shop so that maintenance to the specialized Weights and Measures and Agricultural equipment is performed in a faster and more efficient manner.	3. Determined that construction of a new shop building was a more effective long-term solution. Prepared for construction to begin later in 1987 following the preparation of architectural plans.
4. To initiate local regulations and/or policies that will compensate for the anticipated deletion of State regulations regarding restricted herbicides.	4. Postponed consideration of local regulations because the State regulations governing use of phenoxy herbicides have not been rescinded as was anticipated.

BUDGET UNIT: **247 AGRICULTURAL COMMISSIONER**
DEPARTMENT: **AGRICULTURAL COMMISSIONER**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **ERWIN EBY**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
5. To further develop the use of clerical personnel, including Agricultural district office staff, in the dog licensing process as a means to reduce or eliminate the need for extra-help in the Animal Control Division.	5. Used clerical personnel in the satellite Agricultural offices to relieve the seasonal workload increase caused by the issuance of dog licenses. Avoided the use of extra-help in the process.

1987-88 OBJECTIVES

1. To break ground and complete the new Agricultural/Weights and Measures shop building.

2. To continue to expand utilization of the new computer system, including development of new programs for administrative functions. To achieve the capability of issuing updated Restricted Materials Permits in the satellite Agricultural offices.

3. To implement a bio-monitoring program for phenoxy herbicides in the Lodi area.

CONCURRENCE

Mr. Erwin Eby, Agricultural Commissioner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 249 WEIGHTS AND MEASURES
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 280,416	$ 309,433	$ 304,934	$ 304,934	$ (4,499)
• Svcs/Supplies	53,108	59,785	64,252	64,252	4,467
• Fixed Assets	2,508	11,600	10,242	10,242	(1,358)
TOTAL APPROP	$ 336,032	$ 380,818	$ 379,428	$ 379,428	$ (1,390)
Earned Revenue By Source					
• Aid-Other Govt	$ 10,015	$ 11,764	$ 11,519	$ 11,519	$ (245)
• Other Revenue	33,410	32,000	32,000	32,000	0
TOTAL REVENUE*	$ 43,425	$ 43,764	$ 43,519	$ 43,519	$ (245)
NET COUNTY COST					
• Mandated	$ 292,607	$ 337,054	$ 335,909	$ 335,909	$ (1,145)
ALLOCATED POSITIONS	9	9	9	9	0

*Does not include $38,350 in civil settlements resulting from the Weights and Measures enforcement program.

MANDATE

Section 12200 of the California Business and Professions Code, pertaining to weights, measures, and petroleum products, requires that each county establish an office of County Sealer of Weights and Measures. This code also mandates the programs that are to be conducted. The minimum service levels are established by the regulations of the State Director of Food and Agriculture and require annual inspections for most devices.

PURPOSE

Tests, seals, or condemns all commercial weighing and measuring devices in the County; inspects pre-packaged items to assure accurate content; tests and inspects petroleum products for quality and label truth; regulates procedures used by Weighmasters in issuing certificates used in the sale of bulk products.

WORKLOAD DATA

The Weights and Measures Division provides for the testing of all weighing and measuring devices, the assurance of accurate weight for pre-packaged products, and the enforcement of petroleum laws regarding advertising and quality. The following presents the number of inspections performed during the past three years as well as estimates of current year and future activities:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Weighing Devices	3.973	3,769	3,870	3,900	3,900
Measuring Devices	3,026	2,807	2,291	3,000	3,000
Weighmaster Inspections	12	26	20	30	60
Petroleum Inspections	389	249	78	120	200
Package Inspections	6,071	438	3,678	6,000	6,000
Complaints Investigated	249	235	423	400	400
Establishments Visited	4,247	4,460	3,565	4,000	4,500

BUDGET UNIT: 249 WEIGHTS AND MEASURES
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$4,499 decrease ($309,433 to $304,934)
- ($4,540) - Decrease in normal salary adjustments due to filling vacant positions at the trainee level.

SERVICES & SUPPLIES
$4,467 increase ($59,785 to $64,252)
- $4,246 - Increase in telephone expense due to under-budgeting in prior year.
- $1,175 - Increase in Workers' Compensation Insurance.

FIXED ASSETS
$1,358 decrease ($11,600 to $10,242)
- $1,900 - Computer equipment.
- $3,407 - Van refrigeration equipment.
- $2,300 - Weights and measures instruments.
- $2,635 - Video equipment.

REVENUES
$245 decrease ($43,764 to $43,519)
- ($245) - Decrease in Test Purchase monies from State.

NET COUNTY COST
$1,145 decrease ($337,054 to $335,909)

PROGRAM DISCUSSION OF 1987-88 BUDGET

1986-87 was a year in which much was accomplished. With the adjustment to the new location in the Hazelton Complex accomplished, the Weights and Measures Division turned its attention to program improvement.

During 1986-87, the transfer of data from the old Radio Shack computer to the new, more efficient Compupro was completed. This has enabled the Division to have faster access to records and has provided a larger computer memory capability.

The Quantity Control program has increased its coverage by at least 50%. The operational status of the Bell Prover has greatly increased the accuracy of vapor meter testing. This should decrease the number of meters being sent to the State and related charges.

The Division anticipates receiving $10,242 from the State for "Quantity Control activities of statewide or regional benefit." This subvention is to augment existing County Weights and Measures revenues and not to supplant existing funding levels. These revenues are recommended to be used for the one-time purchase of fixed assets.

In 1987-88, the Division should face a number of challenges. Changes in the interpretation of moisture allowances will require an adjustment in procedures for the Division. The training of a new employee will also be an area receiving attention. It takes many staff-hours to train a new person to be an independent working inspector. As these changes take place, the people of San Joaquin County will continue to receive an excellent Weights and Measures program.

BUDGET UNIT: 249 WEIGHTS AND MEASURES
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete the change from the existing computer to the more versatile Agricultural computer.	1. Completed the transfer of data and programs. The Division is now on-line with the Agricultural computer.
2. To refine the procedures and instrumentation in the new labs.	2. Completed the process of bringing the Bell Prover to full operation, and the instrumentation is nearly completed.
3. To increase the level of field work in Quantity Control enforcement.	3. Increased the level of field work in Quantity Control enforcement by 61.3%.
4. To initiate a program of test buying over scanner systems in supermarkets.	4. Initiated the test buying program which is now in full operation.

1987-88 OBJECTIVES

1. To increase the level of field work in the Wholesale Meter Test program by 10%.

2. To complete initial training of a Weights and Measures Trainee with an employee goal to obtain two of six certificates of proficiency.

CONCURRENCE

Mr. Erwin Eby, Agricultural Commissioner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 263 ANIMAL CONTROL DIVISION
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

Fund: Rabies Treatment	1985-86 Actual	1986-87 Approved	1987-88		
			Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 282,990	$ 317,927	$ 322,384	$ 322,384	$ 4,457
• Svcs/Supplies	59,493	69,475	72,346	72,346	2,871
• Other Charges	101,743	112,261	110,000	110,000	(2,261)
• Fixed Assets	2,911	1,250	0	0	(1,250)
TOTAL APPROP	$ 447,137	$ 500,913	$ 504,730	$ 504,730	$ 3,817
Earned Revenue By Source					
• Licenses/Permits	$ 42,913	$ 49,500	$ 49,500	$ 49,500	$ 0
• Charges for Svcs	19,534	13,000	13,550	13,550	550
TOTAL REVENUE	$ 62,447	$ 62,500	$ 63,050	$ 63,050	$ 550
NET COUNTY COST					
• Mandated	$ 384,690	$ 438,413	$ 441,680	$ 441,680	$ 3,267
ALLOCATED POSITIONS	10.0	10.0	10.0	10.0	0.0
TEMPORARY (FTE)*	0.2	0.2	0.0	0.0	(0.2)
TOTAL STAFFING	10.2	10.2	10.0	10.0	(0.2)

*Full-time equivalent

MANDATE

Health and Safety Code Division 3, Chapter 3, Sections 1900 to 2000, provides that the State Health Director shall declare a "rabies area" when the occurrences of rabies constitutes a public health hazard. Because San Joaquin County is a "rabies area", State law further mandates that the County provide for dog licensing and a pound system. State law also requires emergency veterinary care for injured dogs. The level of service required for the patrol of unlicensed dogs and dead animal pick-up is at the discretion of the Board of Supervisors.

PURPOSE

Protects public health by the control of rabies vectors; licenses dogs for the purpose of assuring that all dogs are properly vaccinated. Protects the public from animal hazards and nuisances by removing stray and abandoned animals, and engages in the control of predatory animals.

WORKLOAD DATA

Animal Control activities include the issuance of dog licenses, impoundment of stray animals, transportation of injured animals, investigations of animal bites and livestock losses, response to public complaints regarding animal problems, and removal of dead animals from roads and property. These activities are quantified in six areas:

BUDGET UNIT: 263 ANIMAL CONTROL DIVISION
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Licenses Sold	8,570	8,246	8,300	7,542	9,500
Animals Impounded	6,634	7,401	9,715	9,257	9,500
Complaints and Calls	10,656	10,297	10,927	9,864	10,000
Investigations	259	111	171	199	200
Warnings Issued	391	338	311	345	450
Citations	108	261	261	116	250

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$4,457 increase ($317,927 to $322,384)
- $5,996 - Increase due to normal salary adjustments.
- ($2,304) - Decrease due to elimination of Extra Help expenditures.

SERVICES & SUPPLIES
$2,871 increase ($69,475 to $72,346)
- ($3,165) - Decrease in telephone expense.
- $1,872) - Increase in animal care and treatment expense.
- $3,925 - Increase in Workers' Compensation Insurance.

OTHER CHARGES
$2,261 decrease ($112,261 to $110,000)
- ($2,261) - Decrease in cost for operation of the City/County Pound.

FIXED ASSETS
$1,250 decrease ($1,250 to zero)

REVENUES
$550 increase ($62,500 to $63,050)
- $550 - Increase in revenues from the operation of the City/County Pound.

NET COUNTY COST
$3,267 increase ($438,413 to $441,680)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Because San Joaquin County is an endemic rabies area, it is important that all dogs be vaccinated and licensed. In 1986-87, more veterinarians have agreed to handle licenses at their facilities and this avenue will be pursued further in 1987-88.

The processing of dog licensing records is now handled by direct entry into an on-site computer. This has permitted rapid access to update records by the Animal Control clerical staff.

Clerical staff from the Agricultural Commissioner's Office have assisted in the processing of license renewals mailed in to Animal Control. Continued use of this assistance has eliminated the need for Extra-Help expenditures.

The Stockton City/County Pound provides services to the City of Stockton and the unincorporated County. Those services are related to the impoundment of small animals on a temporary basis. The pound facilities are owned, operated, and maintained by the City. Operational costs are apportioned based on the workload generated by each jurisdiction. The County's share of costs are projected to decrease slightly from $112,261 to $110,000 in 1987-88.

BUDGET UNIT: 263 ANIMAL CONTROL DIVISION
DEPARTMENT: AGRICULTURAL COMMISSIONER
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: ERWIN EBY

PROGRAM DISCUSSION OF 1987-88 BUDGET

A program will be initiated in 1987-88 to increase enforcement of dog licensing requirements. The program is intended to lead to increased revenues using the existing level of staffing.

A Deputy Animal Control Officer will be hired to fill a vacant position. License enforcement will be the primary duty assigned to that position. Enforcement activities will include follow-up on notices generated by other Deputies, researching delinquent licenses, investigating referrals from Environmental Health concerning animal bites, and neighborhood canvassing.

License enforcement efforts will also be supported by a public education program. This will involve presentations at local schools and civic groups. The educational program for school children will include presentations on animal health care, being a good pet neighbor, animal control laws and regulations, and the need for community involvement.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To evaluate the cost-effectiveness of hiring a license inspector to increase the level of compliance with the dog licensing ordinance.	1. Determined, based on preliminary study, that adding staff for a dog licensing compliance program would not be cost-effective at this time.
2. To continue to seek additional veterinarians as agents for the sale of dog licenses.	2. Contracted with several additional veterinarians to sell dog licenses.
3. To further develop the use of clerical personnel, including Agricultural district office staff, in the dog licensing process as a means to reduce or eliminate the need for extra-help in the Animal Control Division.	3. Completed implementation of this program with the need for hiring extra-help eliminated.

1987-88 OBJECTIVES

1. To increase license enforcement with existing staff to relate license inspection expenditures to revenues produced.

2. To further evaluate, based on the above study, the cost and effectiveness of hiring a license inspector to increase revenues.

CONCURRENCE

Mr. Erwin Eby, Agricultural Commissioner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 257 PUBLIC ADMINISTRATOR
DEPARTMENT: PUBLIC ADMINISTRATOR
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: SUSAN PATTERSON

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 104,967	$ 132,867	$ 123,054	$ 123,054	$ (9,813)
• Svcs/Supplies	8,130	18,116	9,732	9,732	(8,384)
• Fixed Assets	259	1,955	0	0	(1,955)
Total Expend	$ 113,356	$ 152,938	$ 132,786	$ 132,786	$(20,152)
• Intrafund Trans	(1,943)	(13,150)	0	0	13,150
TOTAL APPROP	$ 111,413	$ 139,788	$ 132,786	$ 132,786	$ (7,002)
Earned Revenue By Source					
• Charges for Svcs	$ 75,513	$ 135,603	$ 72,315	$ 72,315	$(63,288)
TOTAL REVENUE	$ 75,513	$ 135,603	$ 72,315	$ 72,315	$(63,288)
NET COUNTY COST					
• Mandated	$ 35,900	$ 4,185	$ 60,471	$ 60,471	$ 56,286
ALLOCATED POSITIONS	3.1	4.1	4.0	4.0	(.1)

MANDATE

The Public Administrator services are mandated under Probate Code Section 1140. The Public Administrator: 1) must take immediate charge of estates when no executor or administrator has been appointed to protect the estate assets; 2) shall apply for Letters of Administration when there are no known heirs; and 3) shall administer estates as ordered by the Court. Level of service is discretionary, but is dependent upon annual number of applicable deaths.

PURPOSE

Takes charge of an estate as provided by law; applies for authority from the Superior Court to administer the estate; attempts to locate heirs; investigates and marshals the assets; liquidates assets when required; pays debts of decedent and estate; distributes the residue of estate to those entitled.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Investigations	169	240	210	180	200
Estates	81	132	117	95	106

BUDGET UNIT: **257 PUBLIC ADMINISTRATOR**
DEPARTMENT: **PUBLIC ADMINISTRATOR**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **SUSAN PATTERSON**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$9,813 decrease ($132,867 to $123,054)

- Decrease due to Property Control Clerk position (.5 FTE) being abolished, offset by increased hours for Public Administrator Aid position (.375 FTE).

SERVICES & SUPPLIES
$8,384 decrease ($18,116 to $9,732)

- The FY 1986-87 budget included the cost of a word processor.

FIXED ASSETS
$1,955 decrease ($1,955 to zero)

REVENUES
$63,288 decrease ($135,603 to $72,315)

- The FY 1986-87 revenue included uncollected fees from prior years; workload is now current.

NET COUNTY COST
$56,286 increase ($4,185 to $60,471)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Public Administrator's budget would reflect a reduction in Net County Cost if it were not for the $63,288 reduction in estimated revenue. The prior year budget focused on the collection of $63,000 in estate fees that had been due in previous years. The $63,000 was collected along with the current year (1986-87) estimate of $72,603, for a total revenue collection of $135,603.

The workload of the Public Administrator fluctuates and is dependent upon uncontrollable and unpredictable factors. Revenue collections also may fluctuate dramatically and may not correlate with workload. For example, the Estimated/Actual workload for FY 1986-87 of 95 estates is 18% less than the prior year and represents a 32% decrease from the projections made by the Public Administrator in last year's budget. Fortunately, the Department was able to maintain FY 1986-87 revenue by administering a few large estates. The revenue estimate for FY 1987-88 is based on the average of the past four years.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To acquire a word processor to aide in processing legal documents, court accountings, court reports, and correspondence.	1. Acquired word processor during 1986-87.
2. To obtain sufficient staffing in order to put workload on schedule and collect fees due for the year 1985-86, and to insure against possible errors in estate administration.	2. Obtained sufficient staffing. The caseload is on schedule, and the $63,000 in uncollected fees from prior years was collected.
3. To investigate the feasibility of a small computer system to maintain necessary information and records on each estate, such as estate accountings, estate status, essential legal deadlines, information on heirs, etc.	3. Determined the acquisition of a small computer system to maintain estate records would be overkill for the office size and caseload. As an alternative, detailed charts were devised to maintain estate status and legal deadlines.

BUDGET UNIT: 257 PUBLIC ADMINISTRATOR
DEPARTMENT: PUBLIC ADMINISTRATOR
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: SUSAN PATTERSON

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
4. To make personal contact with hospitals and convalescent homes to instruct and provide guidelines concerning the quality of patient history, next of kin, and financial background of their deceased patients. If the Public Administrator can obtain higher quality initial information, staff time would be reduced.	4. Contacted hospitals and convalescent hospitals concerning their notification of deaths to the Public Administrator's Office. Provided guidelines for when a death is to be reported and what information is required.

1987-88 OBJECTIVES

1. To have Public Administrator staff visit other Public Administrator Offices to compare operating procedures to assist refinement of various aspects of operation such as property management and investigations.

2. To begin preparation of a detailed "Operating Procedures Manual." This is a major undertaking due to the diverse responsibilities of this office which include on-site investigations, probate laws, property management and sales, heir research, and estate accounting.

3. To examine the merit and legality of charging a fee to the public for documents provided by the Public Administrator. These documents are used by private individuals to avoid formal probate administration of their relative's estate. Currently these documents are provided at no charge.

CONCURRENCE

Ms. Susan Patterson, Public Administrator, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: PLANNING AND BUILDING INSPECTION

RESPONSIBLE MANAGER: CHESTER O. DAVISSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$ 1,485,916	$ 1,714,356	$ 1,882,410	$ 1,882,410	$ 168,054
• Svcs/Supplies	246,402	482,074	481,449	481,449	(625)
• Other Charges	0	1,850	2,980	2,980	1,130
• Fixed Assets	23,619	11,475	20,149	20,149	8,674
Total Expend	$ 1,755,937	$ 2,209,755	$ 2,386,988	$ 2,386,988	$ 177,233
• Intrafund Trans	(66,689)	(103,716)	(80,641)	(80,641)	23,075
TOTAL APPROP	$ 1,689,248	$ 2,106,039	$ 2,306,347	$ 2,306,347	$ 200,308
Earned Revenue By Source					
• Lic/Permits	$ 866,877	$ 816,694	$ 1,192,000	$ 1,192,000	$ 375,306
• Chgs for Svcs	316,527	542,831	560,931	560,931	18,100
• Misc Revenues	5,778	0	5,500	5,500	5,500
TOTAL REVENUE	$ 1,189,182	$ 1,359,525	$ 1,758,431	$ 1,758,431	$ 398,906
NET COUNTY COST					
• Mandated	$ 500,066	$ 746,514	$ 547,916	$ 547,916	$(198,598)
ALLOCATED POS	43.0	46.0	48.0	48.0	2.0
TEMPORARY (FTE)*	4.3	4.1	4.6	4.6	0.5
TOTAL STAFFING	47.3	50.1	52.6	52.6	2.5

*Full-time equivalent

SUMMARY

This presentation represents a summary of the budgets administered by the Director of Planning and Building Inspection. They include: 248 Building Inspection Division and 258 Planning Division.

PROGRAM HIGHLIGHTS

The following are the major 1987-88 program highlights for the above referenced budget units:

- A consultant has been hired to prepare a work program for an update of the General Plan and to make recommendations on the implementation of a comprehensive, integrated planning system for the County.

- Due to the strong construction activity and the increased permit activity as the result of the completion of the East Stockton Sewer Project, it is projected that the Building Inspection staff will issue a record number of permits and perform a record number of inspections.

- The transfer of two positions from Planning to Building Inspection in order to consolidate the building permit review and approval process within the Building Inspection Division. All costs are to be offset by fees.

- The addition, within the Building Inspection Division, of a Plan Check Engineer and a Planning Technician to assist with the backlog of plan check reviews and the increasing number of permit applications. All costs are to be offset by fees.

BUDGET UNIT: 258 PLANNING DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 828,585	$ 980,927	$ 886,504	$ 886,504	$ (94,423)
• Svcs Supplies	111,438	342,831	331,182	331,182	(11,649)
• Other Charges	0	1,850	2,980	2,980	1,130
• Fixed Assets	7,780	2,825	5,267	5,267	2,442
Total Expend	$ 947,803	$ 1,328,433	$ 1,225,933	$ 1,225,933	$(102,500)
• Intrafund Trans	(19,603)	(31,500)	0	0	31,500
TOTAL APPROP	$ 928,200	$ 1,296,933	$ 1,225,933	$ 1,225,933	$ (71,000)
Earned Revenue By Source					
• Charges for Svcs	$ 304,030	$ 527,352	$ 540,931	$ 540,931	$ 13,579
• Misc Revenues	5,778	0	5,500	5,500	5,500
TOTAL REVENUE	$ 309,808	$ 527,352	$ 546,431	$ 546,431	$ 19,079
NET COUNTY COST					
• Mandated	$ 618,392	$ 769,581	$ 679,502	$ 679,502	$ (90,079)
ALLOCATED POSITIONS	25.0	26.0	24.0	24.0	(2.0)
TEMPORARY (FTE)*	0.9	0.7	0.8	0.8	0.1
TOTAL STAFFING	25.9	26.7	24.8	24.8	(1.9)

*Full-time equivalent

MANDATE

Section 65100 et seq. of the Government Code requires that a local planning agency be established to develop, maintain, and implement a General Plan, to develop any Specific Plans which are necessary; to periodically review the Capital Improvement Program of the County; and to perform other functions which the legislative body may direct.

PURPOSE

Assists the Board of Supervisors and the Planning Commission in the preparation and implementation of a General Plan for the physical development of the County.

WORKLOAD DATA

The Planning Division is responsible for processing all applications dealing with the use or subdivision of property. There are over 40 different types of applications under the responsibility of the Division. The applications are grouped by the type of review they receive and are listed as follows:

BUDGET UNIT:	**258 PLANNING DIVISION**
DEPARTMENT:	**PLANNING/BUILDING INSPECTION**
FUNCTION:	**ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER:	**CHESTER O. DAVISSON**

WORKLOAD DATA

	-------Actual-------- 83-84	84-85	85-86	Est./ Act. 86-87	Proj. 87-88
Applications					
Public Hearing	246	128	155	171	167
Staff Review W/Notice	312	212	272	237	255
Staff Review	201	244	250	267	260
Administrative	1,485	1,299	1,388	1,759	1,797
Total Applications	2,244	1,883	2,065	2,434	2,479
Enforcement					
Abandoned Vehicle Cases	Breakdown not avail-			636	698
Zoning Enforcement Cases	able for these years			377	413
Total Enforcement Cases	248	805	1,209	1,013	1,111
Public Inquiries					
Public Inquiry--Counter	Data not available			13,000	13,250
Public Inquiry--Telephone (Counter)	for these years			19,500	19,850
Total Public Inquiries				32,500	33,100

Public Hearing Applications include Use Permits, Variances, Major Subdivisions, Reclassifications, Text Amendments, and General Plan Amendments. These applications are reviewed by the Planning Commission and, when necessary, by the Board of Supervisors.

Staff Review with Notice Applications include Site Approvals, Minor Subdivisions, Home Occupations, and Private Rights-of-Way. These applications are reviewed by the staff and then notices sent to surrounding property owners prior to action.

Staff Review Applications include Accessory Mobilehome Permits, Lot Line Adjustments, and Development Plans. The applications are referred to all appropriate agencies prior to action.

Administrative Applications include Building Permit Plot Plans, various mobilehome permits, and Business License Review. These applications are generally reviewed over the counter.

Enforcement Actions include zoning and subdivision enforcement and abandoned vehicle removal.

Public Inquiries include all telephone and in-person assistance provided by the public information counter. Numbers are not yet available for an entire year; however, based on a one-month survey (February 1987), there is an average of 125 contacts per day or 32,500 contacts per year. No direct fees are taken in for these services.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$94,423 decrease ($980,927 to $886,504)

- ($37,024) - Decrease due to budgeting one-half of Director's salary and benefits in Building Inspection.
- ($80,107) - Decrease in salaries and benefits due to shifting building permit functions to the Building Inspection Division (two positions--Senior Planner and Planning Technician). See Program Discussion.
- $21,967 - Normal salary adjustments.

BUDGET UNIT: 258 PLANNING DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$11,649 decrease ($342,831 to $331,182)

- $1,250 - Increase in Postage account based on projected increase in applications.
- $8,928 - Increase in Communications account.
- ($6,425) - Decrease in Equipment Maintenance account due primarily to transferring CPT (word processor) maintenance charges to Data Processing.
- $2,850 - Increase in copy machine costs.
- ($17,360) - Decrease in Professional and Specialized Services due to deletion of two one-year programs.
- ($3,172) - Decrease in Data Processing Direct Charges.
- $1,105 - Increase in Worker's Compensation Insurance.

OTHER CHARGES
$1,130 increase ($1,850 to $2,980)

- $1,130 - Increase in membership dues for the Delta Advisory Planning Council.

FIXED ASSETS
$2,442 increase ($2,825 to $5,267)
Requested items include:

- $500 - Desk-For Senior Code Enforcement Officer (SCEO) position authorized in 1986-87.
- $700 - Executive Chairs(2)-For new SCEO position and for replacement of an old chair.
- $1,650 - Credenzas(2)-For new SCEO position and a Planner who is currently without one.
- $1,180 - Typewriters(2)-To replace two that are 15 years old and becoming a maintenance problem.
- $700 - Drafting Table-Larger one is needed in Current Planning Section.

INTRAFUND TRANSFERS
$31,500 decrease ($31,500 to Zero)

- ($31,500) - Decrease due to the elimination of plot plan review by Planning Division personnel. Function will now be performed by Building Inspection.

REVENUES
$19,079 increase ($527,352 to $546,431)

- $16,599 - Planning Division Services - Increase in revenue from Planning Services based on permit activity over the last two fiscal years.
- ($2,000) - Zoning Violations - Revenue from this source is now credited to the Courts.
- $5,500 - Other Sales - New account for sale of maps, ordinances, and other miscellaneous documents.

NET COUNTY COST
$90,079 decrease ($769,581 to $679,502)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The top priority for the Planning Division during the 1987-88 budget year will be the continued improvement of the front counter operation and public information delivery systems. Over the last year, numerous improvements have been made to the methods in which the Division provides the public with information and processes applications. This effort will continue.

The improvements made include the refinement of the Permit Center. This received considerable emphasis during 1986-87. The computerized record keeping for applications and enforcement actions is currently on-line and is used on a daily basis. The word processing capabilities of the Permit Center have been considerably improved over the last year which has sped up the processing of routine applications. In the coming year it is hoped that the

BUDGET UNIT: 258 PLANNING DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

PROGRAM DISCUSSION OF 1987-88 BUDGET

Permit Center will continue to be improved with emphasis on automatic and immediate retrieval of information on applications, and the refinement and standardization of summary reports.

One method of improving service to the public will be the consolidation, effective July 1, 1987, of the building permit review and approval process into one unit in the Building Inspection Division. This will be accomplished by shifting two allocated positions in the Planning Division--a Senior Planner and a Planning Technician--into the Building Inspection Division. This reorganization will provide for a simpler and more efficient method of issuing building permits. Planning related issues will continue to be processed by Planning Division personnel. For 1987-88, this transfer of positions will effect a decrease in the Planning Division budget of approximately $80,107 in salaries and benefits.

The 1986-87 budget included monies for the remodeling of the front counter area. However, remodeling has not, as yet, begun. The physical improvement of this front counter remains a high priority for the coming year.

A consultant has been hired to prepare a comprehensive work program for the update of not only the General Plan, but also to make recommendations on the implementation of a comprehensive, integrated planning system for the County. Phase I of this project (the work program) has been completed at a cost of $20,000. Work will continue into the next fiscal year and will include revision to the General Plan as well as complete revisions to the zoning and subdivision regulations. A plan implementation program and a monitoring system will also be developed. Public hearings on the entire system will be started in Fiscal Year 1987-88.

The Current Planning Section has initiated and processed several Text Amendments to update the County Planning Title (Zoning and Subdivision Ordinances) over the past year. To date, several significant revisions to the Planning Title have been approved by the Commission and Board of Supervisors. These revisions are part of the ongoing process to update and streamline the zoning and subdivision regulations as well as to make the provisions internally consistent. Although these amendments have improved the zoning and subdivision regulations, it is clear that the entire Planning Title must be completely overhauled in the near future. This task will continue to be one of the major work items for staff during the coming year. It is anticipated that work on the Planning Title will be done in conjunction with the consultants who are also working on the County's General Plan.

A Senior Code Enforcement Officer was authorized for the Division in the 1986-87 budget. It is anticipated that this position will be in place throughout the 1987-88 budget year and, as a result, the level of service in the Enforcement Section should improve. The addition of this supervisory position will result in improved record keeping, assignments, turnaround time for investigation, court appearances, liaison with other departments, and uniformity in the enforcement area.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete a public hearing draft of the General Plan Update.	1. Completed the draft policies for the Plan revision and the majority of the Plan narrative. A consultant was hired to prepare a work program, timetable, and budget for completion of the Plan revision and revision of the Zoning and Subdivision Ordinances. The work program will be completed this year.

BUDGET UNIT: 258 PLANNING DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
2. To continue expansion and improvement of the Permit Processing Center remains a major objective for the coming fiscal year. Specifically, it is anticipated that: 1) coordination with Public Works will result in that Department's permits being added to the system, 2) improvements will be made in permit information entry and update, and 3) summary reports of activity and status of permits will be developed.	2. Accomplished in part. The Permit Center now contains the current status of all applications being processed by the Division. Updates are made on a regular and timely basis. The referral and processing of applications has also been included in the Permit Center. Coordination with Public Works has not been accomplished due to lack of staff time by both departments. Public Works does have access to all Planning files. Some development has been completed on summary and status reports, but there needs to be further work in this area to allow for ongoing and instant application information.
3. To continue revision, standardization, and updating of provisions in the Planning Title remains a major objective of the Division. Major emphasis will be given to the commercial and industrial zones and to finalizing a set of standard conditions to implement adopted development policies.	3. Prepared five significant amendments to the provisions of the Planning Title. A comprehensive text amendment was prepared for the commercial and industrial zones. Several smaller scale revisions are being processed to provide guidance in the interim. Standard conditions, per se, have yet to be developed. Rather, emphasis has been placed on the development of clear and enforceable conditions for project approvals. Completion of standard conditions will await the rewrite of the Planning Title and the adoption by the Department of Public Works' development standards.

1987-88 OBJECTIVES

1. To continue improvement of the public counter operation remains a top priority. Emphasis will be placed on improvement of processing procedures to eliminate unnecessary and time consuming procedures; completing the systems necessary to provide ready accessibility to data and summary reports on applications; reducing the level of review necessary on routine and simple applications through greater use of performance standards; and consolidation of the building permit issuance function into one unit in the Building Inspection Division's budget. The remodeling of the front counter area should be completed during the year.

2. To complete public hearing drafts of a revised General Plan and a revised Planning Title.

CONCURRENCE

Mr. Chester O. Davisson, Director of Planning and Building Inspection, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$ 657,331	$ 733,429	$ 995,906	$ 995,906	$ 262,477
• Svcs/Supplies	134,964	139,243	150,267	150,267	11,024
• Fixed Assets	15,839	8,650	14,882	14,882	6,232
Total Expend	$ 808,134	$ 881,322	$ 1,161,055	$1,161,055	$ 279,733
• Intrafund Trans	(47,086)	(72,216)	(80,641)	(80,641)	(8,425)
TOTAL APPROP	$ 761,048	$ 809,106	$ 1,080,414	$1,080,414	$ 271,308
Earned Revenue By Source					
• Licenses/Permits	$ 866,877	$ 816,694	$ 1,192,000	$1,192,000	$ 375,306
• Charges for Svcs	12,497	15,479	20,000	20,000	4,521
TOTAL REVENUE	$ 879,374	$ 832,173	$ 1,212,000	$1,212,000	$ 379,827
NET COUNTY COST					
• Mandated	$ (118,326)	$ (23,067)	$ (131,586)	$ (131,586)	$(108,519)
ALLOCATED POSITIONS	18.0	20.0	24.0	24.0	4.0
TEMPORARY (FTE)*	3.4	3.4	3.8	3.8	0.4
TOTAL STAFFING	21.4	23.4	27.8	27.8	4.4

*Full-time equivalent

MANDATE

Section 17960 of the Health and Safety Code mandates the administration and enforcement of the State Building Standards in each jurisdiction. The Board of Supervisors has established the County Building Inspection Division to perform that mandate and enforce the State Building Standards which include all of the current model codes. In addition, the State mandates that the designated agency enforce the State residential and non-residential energy regulations and handicapped access laws. The Division is also responsible for administering the contractors' license law and workers' compensation laws relative to the building permit process.

PURPOSE

Protects public health and safety by regulating new building construction and inspecting existing buildings as provided for in local and State law.

WORKLOAD DATA

Division activities include the processing of all building, plumbing, mechanical, electrical, and mobilehome installation permits in the unincorporated portions of San Joaquin County.

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Permits					
Building	2,451	2,238	2,253	2,622	2,650
Plumbing	1,178	1,272	1,207	1,942	2,782
Mechanical	882	961	843	980	1,000
Electrical	1,981	1,967	2,009	2,140	2,150
Mobilehome Installation	245	110	89	196	200
Total Permits	6,737	6,548	6,401	7,880	8,782
Public Contact					
On-site Inspections	Data not available			20,400	20,400
Public Inquiry--Counter *	for these years.			14,800	14,800
Public Inquiry--Telephone *				14,560	14,560
Total Public Contact				49,760	49,760
Housing Rehabilitation					
Housing Rehab Projects	Data not available			34	31
Sewer Hook-up Projects	for these years.			50	290
Total Housing Rehab Projects				84	321

*Public Inquiries include all telephone and in-person assistance provided by the public information counter. Numbers are not yet available for an entire year; however, based on a one-month survey, there is an average of 113 contacts per day or 29,360 contacts per year.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$262,477 increase ($733,429 to $995,906)

- $80,107 - Increase due to shifting a Senior Planner and a Planning Technician from the Planning Division (see Program Discussion).
- $37,024 - Increase in salaries and benefits by including one-half of the Director's salary and benefits in Building Inspection.
- $69,122 - Increase due to full-year's funding of two Building Inspector positions authorized half-way through Fiscal Year 1986-87.
- $27,930 - Increase requested for an additional Plan Check Engineer position (10 month's funding). See Program Discussion.
- $24,636 - Increase requested for an additional Planning Technician position (10 month's funding). See Program Discussion.
- $23,658 - Increase due to normal salary adjustments.

SERVICES & SUPPLIES
$11,024 increase ($139,243 to $150,267)

- $1,000 - Increase in General Office Expense due to additional printing costs for building permit forms resulting from increased building activity.
- $5,500 - Increase in Motor Pool account due to addition of two Building Inspector positions in late 1986-87.
- ($23,243) - Decrease in Professional and Specialized Services due to elimination of plot plan review by Planning Division personnel. Function will now be performed by Building Inspection.
- $1,243 - Increase in Data Processing Direct Charges.

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

- $18,000 - Increase in Microfilming account to finish historical microfilming and to cover increased permit activity (see Program Discussion).
- $5,915 - Increase in Data Processing Equipment, including:
  - ° Memory Expansion - $5,614
  - ° Printing Equipment - $3,538
  - ° Software - $5,866
- $2,276 - Increase in Workers' Compensation Insurance.

FIXED ASSETS

$6,232 increase ($8,650 to $14,882)
Requested items include:

- $1,950 - Microfilm Cabinets (2)-For storage of on-going microfilming program (building permits and plans) and for retention of historical microfilm that will be jacketed in 1987-88.
- $2,000 - Desks (4)-Two for Building Inspector positions added in 1986-87 and two for additional positions requested in 1987-88.
- $2,450 - Executive Chairs (7)-Four for additional positions and three as replacements for worn-out chairs.
- $1,200 - Fireproof Safe-For storage of computer software/data.
- $5,750 - Car Radios (2)-For two Building Inspector positions added in 1986-87. Vehicles to be purchased through Motor Pool.

INTRAFUND TRANSFERS

$8,425 increase ($72,216 to $80,641)

- $8,425 - Increase due to normal salary and benefit adjustments, and Services and Supplies adjustments for contractual staff in the Housing Rehab Program. These funds are reimbursed to the Division from the Community Development Block Grant Program. The 1987-88 total ($80,641) represents 85% of the compensation paid to two contract Housing Rehabilitation Specialists (15% of their time is spent working for Building Inspection) and Services and Supplies attributable to the Housing Rehab Program. This reimbursement is broken down as follows:

Salaries & Benefits	$72,241
Office Expense	2,900
Motor Pool Charges	5,500
Total	$80,641

REVENUES

$379,827 increase ($832,173 to $1,212,000)

- $375,306 - Licenses and Permits-Increase based on number of applications processed in the last year and increased permit activity anticipated as the result of the completion of the East Stockton Sewer Project.
- $4,521 - Building Division Services-Increase based on experience of the previous year.

NET COUNTY COST

$108,519 decrease (($23,067) to ($131,586))

PROGRAM DISCUSSION OF THE 1987-88 BUDGET

During 1986-87, the construction activity has been at a record high. The revenue and corresponding workload of the Building Inspection Division has also increased. The Division revenue is averaging approximately 40% above the budget projection and there is no indication of a downtrend. Although commercial construction has increased from the five-year average, residential construction remains the leader in all categories with a 47% increase in new residences and a 69% increase in residential remodels.

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

PROGRAM DISCUSSION OF THE 1987-88 BUDGET

Because of the strong construction activity and the added workload from the East Stockton Sewer Project (eventually permits will be issued for approximately 6,000 sewer connections), the Building Division staff will be performing a record number of inspections and issuing a record number of permits. The addition in 1986-87 of two Building Inspector positions will relieve the overload both in the field and at the front counter. The objectives for the 1987-88 year of cross-training the total staff and increased performance levels, will be a priority with the forecast of high construction activity through 1987.

A major effort will be made to continue to improve the front counter operation. In addition to the recently added Building Inspector positions, the entire building permit review and approval process will be shifted to the Division. This will be accomplished by moving two positions--a Senior Planner and a Planning Technician--from the Planning Division to the Building Inspection Division. The consolidation of the front counter operation for the issuance of building permits will provide for a more efficient process. There will be one clearly identified counter supervisor, the Senior Planner, and stronger boundaries of responsibility for the counter staff. For simpler permits, one individual should be able to handle the entire process as opposed to the two it now requires. These permits comprise a large percentage of the counter operation. For 1987-88, this transfer of positions will effect an increase in the Building Inspection budget of approximately $80,107 in salaries and benefits. All additional costs will be offset by fees.

The amount of work processed by the front counter staff has increased dramatically from Fiscal Year 1985-86 to the estimated/actual 1986-87. Actual applications are up by 24 %, and general inquiries by the public are averaging 238 per day--125 by Planning and 113 by Building Inspection. In order to properly service this increased workload, an additional Planning Technician position is requested at a first-year cost of $24,636, including benefits. The cost of this position will be offset by fees.

The following table indicates the number of applications accepted and processed by counter staff:

COUNTER APPLICATIONS

1983-84	1984-85	1985-86	Est/Act. 1986-87	Proj. 1987-88
1,686	1,543	1,638	2,026	2,057

The plan check staff (a Senior Plan Check Engineer and a Plan Check Engineer) currently has a backlog of four to five weeks due to the increase in the number of plan reviews. This backlog will increase as the construction activity increases. This has been the source of numerous complaints over the last year. With plan checking revenues at 29% above the budget projection, the current plan check fees are adequate to support an additional Plan Check Engineer. This additional position could significantly reduce the backlog and increase the service level to the public. The first-year cost is $27,930, including benefits.

The following represents the number of building plans checked by the plan check section:

PLAN CHECK REVIEWS

1983	1984	1985	1986	Est/Act. 1987	Proj. 1988
195	338	393	439	500	575

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

PROGRAM DISCUSSION OF THE 1987-88 BUDGET

The Plan Check Engineers are responsible for reviewing all commercial and industrial projects. The Building Inspectors handle most of the residential plan reviews. Therefore, the number of reviews performed by the Plan Check Engineers is a key indicator of commercial and industrial growth within the County.

A major increase in the 1987-88 Services and Supplies object is the cost of microfilming services, up $18,000 ($15,000 to $33,000). Of this cost increase, $17,500 ($10,500 to $28,000) is attributable to the completion, in 1987-88, of the microfilming and jacketing of the old permits that will now all be on microfilm. This is a one-time completion cost. In the future, microfilming and jacketing of permits will take place on an on-going basis. For 1987-88, $5,000 is budgeted for this purpose. Also, the completion of the historical microfilming will result in the need for additional microfilm storage. The 1987-88 Fixed Assets request includes two Microfilm Cabinets at a total cost of $1,950.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue training of inspectors with an emphasis on improving the Division's "In-House Training Program". Joint training classes with other jurisdictions within the local ICBO Chapter will be used. Jurisdictions with personnel having expertise in a certain area will be included as instructors. A schedule of classes will be made so that the proper preparation time is given. This will be augmented with outside speakers. Out-of-town travel to classes will be de-emphasized.	1. Implemented joint training classes with other jurisdictions and improved the Division's training programs.
2. To improve public relations by offering and encouraging more individual training. Classes relating to public relations will be incorporated with the "In-House Training Program" and certain courses offered through the County will be required.	2. Conducted public relations training for staff on both an individual basis and a group basis.
3. To prepare a disaster plan which will outline this Division's function during a major catastrophe. The plan will involve how this Division will effectively work with other agencies, delineate areas of responsibilities, and list "first priorities". Meetings will be arranged with the Office of Emergency Services.	3. Currently not accomplished; however, a disaster plan is presently being developed which will follow criteria discussed at the County Building Officials of California Business meeting.

BUDGET UNIT: 248 BUILDING INSPECTION DIVISION
DEPARTMENT: PLANNING/BUILDING INSPECTION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: CHESTER O. DAVISSON

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
4. To improve the enforcement of special inspection as required by the Uniform Building Code. This has been an ongoing project with the local ICBO Chapter. However, major policy changes will become effective this year which will require proper training of inspectors as well as owners, contractors, and special inspection agencies.	4. Implemented the enforcement of special inspection following the goals set by the local ICBO Chapter. Meetings were held with general contractors and special inspection agencies in which they were educated on the new provisions and their input was also incorporated in the new policies. The local ICBO Chapter has established its 1987-88 goals for improving special inspection which includes certification of all special inspectors.
5. To improve the Building Code appeals process. This will include a study of the appropriateness of using the Housing Board of Appeals to hear Building Code appeals and methods to educate Board Members on code-related items.	5. The changes to the present appeals process will be submitted as part of the adoption of the new codes in April or May, 1987. It is proposed that a new Building Board of Appeals be created to hear appeals involving Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, and Uniform Fire Code appeals.
6. To develop administrative procedures to more effectively track code compliance actions which includes follow-up of notices, District Attorney referrals, and court dates.	6. Developed an automated tracking system for enforcement cases. This program will improve the Division's follow-up notification procedures and overall code compliance.

1987-88 OBJECTIVES

1. To continue the improvement of the public counter operation remains a top priority. Emphasis will be placed on consolidating the counter staff by forming them into one unit in the Building Inspection Division's budget; utilizing a Senior Planner position to supervise this unit; improving the processing procedures by eliminating unnecessary and time-consuming procedures; and completing the systems necessary to provide ready accessibility to data and summary reports on applications. The remodeling of the front counter area should be completed during the year.

2. To raise the level of code knowledge of Division inspection staff. In-house programs will continue with more specialized and more involved code subjects.

3. To provide cross-training for each position, including counter and clerical staff to insure adequate back-up in case of absences or emergencies.

4. To review the existing enforcement procedures and pursue changes to correct problems associated with cases which involve the District Attorney and court action.

CONCURRENCE

Mr. Chester O. Davisson, Director of Planning and Building Inspection, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 25801 COG/AIRPORT LAND USE COMMISSION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 4,845	$ 5,700	$ 6,000	$ 6,000	$ 300
TOTAL APPROP	$ 4,845	$ 5,700	$ 6,000	$ 6,000	$ 300
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 4,845	$ 5,700	$ 6,000	$ 6,000	$ 300
TOTAL STAFFING	0	0	0	0	0

MANDATE

In San Joaquin County, the Council of Governments has been designated as the Airport Land Use Commission. Section 21671.5 of the Public Utilities Code mandates that the County shall fund all expenses related to the activities and operation of the Commission.

PURPOSE

This budget unit funds the County contribution to the COG which serves as the Airport Land Use Commission. Its purpose is to provide for the orderly development of each public access airport and its area of influence in such a manner as to safeguard the health, safety, and welfare of the public, assure the safety of air navigation, and encourage the growth of air commerce.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Plan Evaluation	2	1	1	1	1
Review Land Use Referrals	7	5	6	9	12
Maintain Airport Usage Data	12	12	12	12	12

Plan Evaluation involves reviewing changes to local plans and ordinances impacting the area of influence of public access airports in San Joaquin County for conformity with the San Joaquin County Airport Land Use Plan.

Review Land Use Referrals involves reviewing development proposals which are referred to the Airport Land Use Commission by other agencies for conformity with the San Joaquin County Airport Land Use Plan.

Maintain Airport Usage Data involves keeping on file aircraft operations data, passenger volumes, and other statistical indicators of airport operations in San Joaquin County.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The San Joaquin County Council of Governments (COG), a voluntary association of general purpose governments, was organized in 1968 for the purpose of providing a mechanism whereby Countywide problems could be resolved. Included as members of the COG are the County of San Joaquin and six incorporated cities in the County: Stockton, Lodi, Manteca, Tracy, Ripon, and Escalon. One of the COG's many functions is to serve as the County's Airport Land Use Commission.

BUDGET UNIT: 25801 COG/AIRPORT LAND USE COMMISSION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

By mutual agreement between the County and the COG, all payments for services provided by the Airport Land Use Commission are based on the actual expenses incurred for the previous fiscal year. For 1986-87, $5,700 was budgeted and, based on actual charges for 1985-86, $5,250 was expended.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue to evaluate General Plan and Airport Master Plan changes for those areas in and around County airports.	1. Reviewed the Airport Zoning developed by the County for some of the smaller airports for conformity with the Airport Land Use Plan.
2. To continue to review and comment upon referrals concerning specific uses proposed in areas adjacent to the various airports in the County.	2. Reviewed proposals for development within areas of airport influence and commented upon their conformity with the adopted Airport Land Use Plan. Also reviewed several applications for helipads in the County.
3. To continue to provide summarized data concerning airport usage in San Joaquin County.	3. Continued to collect data on aircraft operations, enplaned and deplaned passenger cargo tonnage in and out, and other aviation related statistics of use in planning documents.

1987-88 OBJECTIVES

1. To continue to evaluate and take action on proposed General Plan, Zoning Ordinance, and Airport Master Plan changes for those areas in and around County airports as to their conformity with the adopted Airport Land Use Plan.

2. To continue to review and comment upon referrals concerning specific uses proposed in areas adjacent to the various airports in the County.

3. To continue to provide summarized data concerning airport usage in San Joaquin County.

BUDGET UNIT: 260 EMERGENCY SERVICES
DEPARTMENT: OFFICE OF EMERGENCY SERVICES
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: RONALD BALDWIN

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 123,053	$ 204,712	$ 283,235	$ 283,235	$ 78,523
• Svcs/Supplies	162,674	97,030	149,612	149,612	52,582
• Fixed Assets	2,257	21,273	23,885	23,885	2,612
TOTAL APPROP	$ 287,984	$ 323,015	$ 456,732	$ 456,732	$133,717
Earned Revenue By Source					
• Aid-Other Govt	$ 71,752	$ 117,854	$ 128,157	$ 128,157	$ 10,303
• Charges for Svcs	0	0	180,000	180,000	180,000
TOTAL REVENUE	$ 71,752	$ 117,854	$ 308,157	$ 308,157	$190,303
NET COUNTY COST					
• Mandated	$ 216,232	$ 205,161	$ 148,575	$ 148,575	$(56,586)
ALLOCATED POSITIONS	3.0	4.0	4.0	4.0	.0
TEMPORARY (FTE)*	0.5	4.5	4.7	4.7	.2
TOTAL STAFFING	3.5	8.5	8.7	8.7	.2

*Full-time equivalent

MANDATE

The functions of the Office of Emergency Services are mandated by Government Code Sections 8575 through 8616. Local civil defense and disaster regulations are contained in Sections 4-3000 through 4-3009 of the County Ordinance Code. Level of Service is discretionary.

PURPOSE

Operates and maintains the County Emergency Operations Center; coordinates with other county and city emergency response agencies; assists governmental agencies, organized districts, and County departments in developing and maintaining emergency operational capacity; oversees emergency planning and preparation; coordinates exercises and drills; conducts training and provides a public information program.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
EMERGENCY DRILLS					
TRAINING SESSIONS					
Hazardous Materials	0	2	7	20	20
Medical	N/A	3	6	8	9
Radiological Monitor	1	1	3	6	4
Rancho Seco	8	8	10	8	10
Emergency Oper Ctr (EOC) Staff	2	1	4	2	2
ACTUAL EMERGENCY RESPONSES					
Hazardous Materials	18	30	50	70	-
Rancho Seco	4	4	3	-	-
Flood	4	0	1	-	-
Other	0	2	2	-	-

BUDGET UNIT: 260 EMERGENCY SERVICES
DEPARTMENT: OFFICE OF EMERGENCY SERVICES
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: RONALD BALDWIN

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$78,523 increase ($204,712 to $283,235)

- $38,359 - New position of Hazardous Material Program Manager.
- $30,180 - New contract position of Senior Hazardous Material Specialist
- $25,152 - New contract position of Hazardous Material Specialist.
- $17,850 - New contract position of Hazardous Material Technician.
- ($26,064) - Deleted contract position of Hazardous Material Program Manager.
- ($21,600) - Services contract moved to Professional & Special Services.
- $6,455 - Increase in hours for contract Rancho Seco Planner.
- $1,640 - Upgrade in compensation for extra-help clerical position.
- $6,551 - Normal salary adjustments.

SERVICES & SUPPLIES

$52,582 increase ($97,030 to $149,612)

- ($11,758) - Auditor's cost allocation plan.
- $6,000 - Telephone lines for Rancho Seco program.
- $2,000 - New cost for maintenance contract for computer in Rancho Seco program.
- $3,700 - Lease costs to upgrade copier for Rancho Seco program.
- $5,650 - Training for new Hazardous Material staff.
- $5,800 - Training for Rancho Seco program.
- $4,050 - New cost of vehicle for Hazardous Materials program.
- $14,000 - Technical assistance and training for Hazardous Materials program.
- $10,800 - Services contract for Hazardous Materials program.
- $2,514 - Increased costs of small tools for Hazardous Materials and Rancho Seco programs.
- $3,880 - New cost of Data Processing Maintenance Charges.

FIXED ASSETS

$2,612 increase ($21,273 to $23,885)

- $900 - Typewriter for extra-help position.
- $1,260 - Computer workstations (4).
- $1,140 - Bookcases (3).
- $400 - 2-meter radio.
- $750 - Awning.
- $850 - Portable generator.
- $500 - Portable weather station.
- $300 - Display board.
- $300 - Incident command system package.
- $530 - Porcelain enamel board.
- $400 - Video cassette recorder.
- $150 - Drafting table.
- $180 - Folding table and chairs.
- $200 - VCR/TV stand.
- $3,555 - Sperry PC with printer.
- $6,150 - Sperry PC/IT with tape backup.
- $2,850 - Sperry laser printer.
- $600 - Hayes modem (2).
- $2,470 - Software.
- $400 - 35mm camera kit.

REVENUE

$190,303 increase ($117,854 to $308,157)

- $180,000 - New revenue from fees charged to businesses as provided under AB 2185 legislation.
- $25,303 - Reimbursement for staff time, overhead, and equipment costs for planned training and drills in Rancho Seco program.
- ($15,000) - Decrease in Federal subvention funds available.

BUDGET UNIT: 260 EMERGENCY SERVICES
DEPARTMENT: OFFICE OF EMERGENCY SERVICES
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: RONALD BALDWIN

SUMMARY OF MAJOR BUDGET CHANGES

NET COUNTY COST
$56,586 decrease ($205,161 to $148,575)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Office of Emergency Services is requesting a significantly increased appropriation for FY 1987-88 ($323,015 to $456,732 = $133,717). Estimated revenues are also increased $190,303 ($117,854 to $308,157) resulting in a decrease in Net County Cost of $56,586 ($205,161 to $148,575). The major programs for FY 1987-88 and their budgetary needs are outlined below:

	Hazardous Materials Program	Rancho Seco Program	Basic Program
Salaries & Benefits	$111,541	$63,402**	$123,292
Services & Supplies	46,025	25,215	78,372
Fixed Assets	16,655	4,540	2,690
Total Appropriation	$174,221*	$93,157	$204,354
Revenues	(180,000)	(93,157)	(35,000)
Net County Cost	$ (5,779)	$ 0	$169,354

*Excludes County costs for space, utilities, and other support services.
**Includes percentage of salaries of emergency response personnel other than OES.

Hazardous Material Program

In its second year, the Hazardous Material Program continues to expand. The Office of Emergency Services (OES) is collecting emergency plans from more than 1,200 businesses in the County that handle hazardous materials. In addition, the Office is preparing an area response plan, and providing a training program in emergency response. Finally, a data management system is being implemented for program administration and emergency response improvement. Analysis of completed business plans will begin in the summer, as well as on-site business visits.

To perform these functions, four positions have been added. One contract position, Hazardous Materials Program Manager, was converted to an allocated position at an increased first-year cost of $12,295 ($26,064 to $38,359). The remaining three positions, which are being filled through contracts, are Senior Hazardous Materials Specialist ($30,180), Hazardous Material Specialist ($25,152), and Hazardous Materials Technician ($17,850). Total cost of salaries and benefits to support this program is $111,541.

Services and Supplies to operate the program have been budgeted at a cost of $46,025. A computer system, costing approximately $16,255, built around PC's and packaged software is included under Fixed Assets. A 35mm camera kit ($400) is also included. The total Fixed Assets request is for $16,655.

To support the Hazardous Material Program, it is recommended that a fee be established as allowed by the legislation. Each of the 1,200 businesses that handle hazardous materials would be assessed an average fee of $150, producing an estimated revenue of $180,000 (1,200 x $150).

Rancho Seco Program

The Rancho Seco program will probably see activity in FY 1987-88 beyond the normal training and exercise routine. Concern over the accident at Chernobyl has led to pending State legislation that will require unannounced exercises, additional plan review, and renewed attention to nuclear power plant accidents. All expenses for this program are reimbursed by SMUD.

To cope with this increased activity, the hours for the contract Rancho Seco planner are being increased from 1,600 to 1,920 for a first-year additional

PROGRAM DISCUSSION OF 1987-88 BUDGET

cost of $6,455. Services and supplies totaling $25,215 are budgeted to operate this program. New costs in this object are $6,000 for telephone lines; $2,000 for maintenance on a new computer; $5,800 for training and associated travel; and $2,040 for small tools to be used in improving the County field command post. Upgrade of a copy machine is responsible for an increase of $3,700 in equipment lease costs ($500 to $4,200).

Fixed Assets totaling $4,540 are requested, primarily for small items that would be used to operate the field command post.

The Office of Emergency Services submits its proposed budget to SMUD prior to actually incurring any expenses. The Fixed Assets and other items requested in this budget are recommended contingent on their being approved by SMUD for reimbursement.

Basic Program

The core of the County Emergency Preparedness program is preparation of a new County Emergency Plan. Rewriting of the County plan is mandated by the State and will be completed over the next 18 months. The Office of Emergency Services must also continue to work with individual agencies and facilities to help prepare internal disaster plans.

A major aspect of this program is the preparation of the Multiple/Mass Casualty Annex to the plan. Work is continuing with over 50 medical agencies and facilities to revise medical procedures, train personnel, and identify equipment needs for medical emergencies larger than day-to-day operations. These activities will improve County response to multiple casualty vehicle accidents as well as potential large-scale disasters.

Continual work is needed to ensure that cities, fire districts, and community agencies are fully involved in preparedness activities. At least one major joint exercise will be conducted by this office during the next year.

The budget to fund this program includes all but a small percentage ($9,675) of the compensation for the Coordinator of Emergency Services, Emergency Operations Officer, and the Secretary. (The percentage not included in these program costs is allocated to the Rancho Seco program.) An extra-help position upgrade of $1,640 ($10,375 to $12,015) is requested because of the increasing complexity of the duties assigned. No additional hours are requested. The total salaries and benefits requested is $123,292.

Services and Supplies are requested at a total cost of $78,372. This appropriation is essentially the same as was approved for FY 1986-87 with the exception of an $11,758 decrease in allocated service department costs established by the Auditor's allocation plan. This sub-object represented administrative costs charged to OES which, at one time, were reimbursed by Federal dollars. Because this reimbursement is no longer available, there is no purpose in continuing to compute the charges.

Fixed Asset requests for this program include an electric typewriter to replace a manual typewriter at a cost of $900; two bookcases ($380 each = $760); two computer workstations for PC's purchased in 1986-87 ($315 each = $630); and a 2-meter radio ($400) to replace a unit installed in the County car at the employee's own expense. The radio is needed for the Operations Officer to communicate with the operations center and field command posts.

While the cost of this program ($204,354) is a cost to the County General Fund, some expenses are recovered from Federal Civil Defense Funds. At the present time, the State is in the process of changing the formula for distributing increasingly scarce funds. However, an estimated $35,000 will be recovered in FY 1987-88. This is a decrease of $15,000 from FY 1986-87 ($50,000 to $35,000).

BUDGET UNIT: 260 EMERGENCY SERVICES
DEPARTMENT: OFFICE OF EMERGENCY SERVICES
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: RONALD BALDWIN

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete Countywide implementation of AB 2185, Hazardous Material Emergency Planning. Identification of affected businesses, private sector education, and area planning activities will be conducted so as to meet the deadlines of the law.	1. Identified approximately 90% of those businesses, 80% have complied with the legislation. Completed a County data base and provided information to County dispatch centers. Completed a draft area plan and a program to educate business operators.
2. To rewrite the County Emergency Plan in accordance with Federal guidance on Multi-Hazard Functional Planning. City-County cooperation will be stressed and lessons learned from the February 1986 floods incorporated.	2. Began rewriting the County Emergency Plan. Achieved integrated City-County response for hazardous materials and flood emergency.
3. To complete planning for the Emergency Operations Center on the sixth floor and to incorporate necessary improvements identified during the February floods.	3. Completed a detailed floor plan for the new Emergency Operations Center (EOC) on the 6th floor of the Courthouse with additional telephone positions, computer hardware, and direction and control space. A more effective arrangement has resulted from lessons from the February 1986 floods.
4. To conduct further emergency planning with the reclamation districts to improve flood-fight cooperation and coordination.	4. Identified radio resources for use with the reclamation districts. Developed procedure for formal coordination with district engineers prior to flood threats. However, formal definition of County responsibilities during a crisis, as opposed to those of reclamation districts, have yet to be defined.
5. To conduct a full range of training for County paramedics and hospital personnel on the Medical Disaster Plan. An exercise will be conducted during the summer. In addition, training on Rancho Seco response will be conducted with an exercise scheduled for October 1986.	5. Conducted workshops for paramedics and hospital personnel (see Workload Data). Held conferences for County pre-hospital and hospital personnel to determine goals, additional training needs, and to generate medical community support for multiple casualty preparedness activities.

1987-88 OBJECTIVES

1. To rewrite Emergency Plan in cooperation with County agencies and cities. Incorporate capabilities of new EOC (Emergency Operations Center) in plan.
2. To implement legislation covering hazardous materials. Establish training for first responders. Establish a fee schedule for businesses to fund program maintenance.
3. To complete a data management plan for hazardous material emergency response for implementation in dispatch centers.
4. To improve City-County coordination and cooperation in emergency response. To conduct a joint City-County exercise during the year.

BUDGET UNIT: 260 EMERGENCY SERVICES
DEPARTMENT: OFFICE OF EMERGENCY SERVICES
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: RONALD BALDWIN

1987-88 OBJECTIVES

5. To play a constructive role in hazardous material planning by providing staff support to Board committees and the Toxic Enforcement Strike Force.

CONCURRENCE

Mr. Ronald Baldwin, Emergency Services Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 261 CENTRAL MORGUE
DEPARTMENT: SHERIFF
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 3,325	$ 3,325	$ 3,325	$ 0
• Svcs/Supplies	243,378	265,699	266,940	266,940	1,241
• Fixed Assets	0	5,500	500	500	(5,000)
TOTAL APPROP	$ 243,378	$ 274,524	$ 270,765	$ 270,765	$ (3,759)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 243,378	$ 274,524	$ 270,765	$ 270,765	$ (3,759)
TEMPORARY (FTE)*	0.3	0.3	0.3	0.3	0.0

*Full-time equivalent

MANDATE

The operation of the Central Morgue is not mandated. However, Government Code Section 27491.2 mandates the Coroner functions performed at the Morgue. Level of service is discretionary, but is dependent upon the annual number of applicable deaths.

PURPOSE

Provides funding for the Central Morgue, including autopsy and body removal services, and general facility operating and maintenance costs.

WORKLOAD DATA

Fiscal year figures estimated; based on calendar year actual data.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Cases Reported	1,159	1,223	1,250	1,250	1,300
Actual Coroner Cases	726	745	750	750	775
Autopsies	676	655	660	660	700

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$1,241 increase ($265,699 to $266,940)

- $500 - Increased equipment maintenance costs.
- $700 - Increased cost of laboratory supplies.

FIXED ASSETS
$5,000 decrease ($5,500 to $500)

- ($500) - Purchase of autopsy saw.

NET COUNTY COST
$3,759 decrease ($274,524 to $270,765)

BUDGET UNIT: 261 CENTRAL MORGUE
DEPARTMENT: SHERIFF
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Central Morgue's recommended appropriation is $3,759 less than the previous year's budget. Contract expenditures for this budget unit are detailed below:

	1985-86 Actual	1986-87 Est./ Actual	1987-88 Recommended
Delta Pathology			
Pathology	$ 99,900	$105,600	$106,081
Microscopic	2,345	2,660	2,660
Neuropathology	2,175	1,500	1,500
Morgue Assistant-$2,500/month	30,000	30,000	30,000
Radiology	7,025	9,022	9,022
Toxicology	21,801	21,039	21,039
Removal Contract	53,628	72,285	72,285
Lab Charges (report typing-SJGH)	13,840	7,763	7,763
Forensic Services (dental)	237	465	465
Inquest - Appearances	975	725	725
TOTAL	$231,926	$251,059	$251,540

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To update patrol personnel's medical terminology and death investigation skills through presentation of Coroner's material at Patrol Division briefings.	1. Distributed field training manual to all Field Training Officers.
2. To encourage independent contractors, such as the toxicology laboratory, to forward test results in a more timely manner so that death certificates may be issued at an earlier date.	2. Contacted independent contractors and positive results realized.
3. To implement x-ray capability at the Central Morgue.	3. Conversion to x-ray capability is now in progress.
4. To assist General Services in a review to determine need for new morgue facilities.	4. Completed review that shows the current facility to be adequate for the foreseeable future.

1987-88 OBJECTIVES

1. To implement x-ray capability at the Central Morgue.

2. To continue operation of the Morgue in an effective manner.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **262 ANIMAL HUMANE SERVICES**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 0
TOTAL APPROP	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

Although functions of this budget unit are not mandated by law, Section 607e of the California Civil Code provides that every society incorporated and organized for the prevention of cruelty to animals may, where such society exists, be paid as compensation by the governing body thereof, a sum not to exceed $500 per month for these services. Government Code Section 26227 permits the County to increase this amount by contract.

PURPOSE

Provides funds to support programs designed for the prevention of cruelty to animals.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County has made annual contributions for the prevention of cruelty to animals to the Delta-Stockton Humane Society of Stockton. The 1984-85 contribution of $500 each month was amended by contract in April 1985 to an amount of $1,000 each month. The purpose was to provide additional funding to enable the Humane Society to hire a part-time Humane Officer to conduct a humane enforcement program. The individual in this position has assumed duties which include an active inspection program of private and commercial kennels, and animal grooming parlors.

Activities undertaken by the Delta-Stockton Humane Society have included some renovation of the animal shelter. This is part of long-term efforts to replace and expand the existing facilities as necessary. The Humane Society has acted to initiate a spay-neuter clinic. The Society has conducted and expanded a pet adoption program and has worked toward a program of placing animals with senior citizens.

BUDGET UNIT: **265 FISH AND GAME**
DEPARTMENT: **SHERIFF**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **JOHN ZUNINO**

	1985-86	1986-87	1987-88		
Fund: Fish & Game	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 7,037	$ 6,290	$ 6,290	$ 6,290	$ 0
• Svcs/Supplies	2,120	6,650	6,912	6,912	262
• Operating Transfers Out	0	3,000	4,000	4,000	1,000
• Fixed Assets	0	17,421	0	0	(17,421)
TOTAL APPROP	$ 9,157	$ 33,361	$ 17,202	$ 17,202	$(16,159)
Earned Revenue By Source					
• Aid-Other Govt	$ 16,626	$ 21,261	$ 0	$ 0	$(21,261)
• Fines & Forfeit	15,111	12,100	14,000	14,000	1,900
• Fund Balance	0	0	3,202	3,202	3,202
TOTAL REVENUE	$ 31,737	$ 33,361	$ 17,202	$ 17,202	$(16,159)
NET COUNTY COST	$ (22,580)	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Fish and Game Program is not mandated. Level of service is discretionary. The program is fully supported by Fish and Game fines.

PURPOSE

Protects and assists the propagation of natural resources and enforces the Fish and Game Code.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Citations Issued	154	414	570	336	400
Warnings	653	216	132	262	200
Licenses Checked	2,036	2,922	2,016	3,428	3,000

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OPERATING TRANSFERS OUT
$1,000 increase ($3,000 to $4,000)

- $1,000 - Request by Park Services Administrator of Parks and Recreation Department to expand the popular fish stocking program at Oak Grove Park lake for year-round use.

BUDGET UNIT: 265 FISH AND GAME
DEPARTMENT: SHERIFF
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: JOHN ZUNINO

SUMMARY OF MAJOR BUDGET CHANGES

FIXED ASSETS

$17,421 decrease ($17,421 to zero)

- ($17,421) - Last year's purchase of four-wheel drive unit and related equipment will not be requested in this year's budget.

REVENUES

$16,159 decrease ($33,361 to $17,202)

- ($21,261) - Decrease in revenue from Off-Road Vehicle Trust Fund to purchase four-wheel drive unit.
- $1,900 - Increase in Fish and Game fine revenue.
- $3,202 - Revenue transfer from Fish and Game Fund balance necessary to balance budget.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Funds for the Fish and Game Program are derived from fines assessed for violation of Fish and Game laws. No additional County funds are required to finance this program. Staffing is provided by Auxiliary Deputy Sheriffs under the supervision of Boating Safety Officers and other field deputies as required.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To promote public awareness of Fish and Game laws prior to and during hunting and fishing seasons.	1. Accomplished by disseminating Fish and Game law information when licenses checked, warnings given, and providing other public contacts.
2. To train Auxiliary Deputies to assist in the public awareness and enforcement activities of this unit.	2. Trained Auxiliary Deputies through extensive in-service instruction on Fish and Game operations.
3. To promote safety and experience an accident-free year for the unit.	3. Accomplished. No accidents occurred.
4. To purchase one small size four-wheel drive vehicle to enable officers to access currently unreachable areas experiencing illegal off-road vehicle activity.	4. Completed bid process; the Office is awaiting shipment of all equipment.

1987-88 OBJECTIVES

1. To promote public awareness of Fish and Game laws prior to and during hunting and fishing seasons.

2. To train Auxiliary Deputies to assist in the public awareness and enforcement activities of this unit.

3. To promote safety and experience an accident-free year for the unit.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **266 HOUSING APPEALS BOARD**
DEPARTMENT: **HOUSING APPEALS**
FUNCTION: **ENVIRONMENTAL PROTECTION**
RESPONSIBLE MANAGER: **JOGI KHANNA, M.D.**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 925	$ 1,500	$ 1,500	$ 1,500	$ 0
• Svcs/Supplies	0	150	150	150	0
TOTAL APPROP	$ 925	$ 1,650	$ 1,650	$ 1,650	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 925	$ 1,650	$ 1,650	$ 1,650	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The functions of this budget are not mandated. However, the actions taken and appeals considered are governed by provisions of the Uniform and County Building, Electrical, Mechanical, and Plumbing Codes; Title 25 of the California Administrative Code, the County Housing Code, and the Relocation of Structures Ordinance; and Title 24 of the California Administrative Code regarding handicapped regulations.

PURPOSE

The Housing Appeals Board hears all cases referred to it by the Local Health District and the County Planning and Building Inspection Department, regarding appeals from requirements of housing law and laws relating to structural standards.

WORKLOAD DATA

An indication of the activity level of the Housing Appeals Board is indicated below:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Housing Appeals Hearings	9	3	21	6	25
Abatement Hearings	15	41	30	20	35
Voluntary Abatements Processed	154	152	115	56	150

Housing Appeals Hearings are brought before the Housing Board of Appeals, under Ordinance 1408 of the San Joaquin County Housing Code, by property owners requesting a variance from the Uniform Building, Mechanical, Electric, Plumbing, or Fire Code requirements.

Abatement Hearings are conducted by the Housing Board of Appeals regarding property in violation of the San Joaquin County Housing Code and the California Administrative Code.

Voluntary Abatements Processed are those cases that were in violation of the San Joaquin County Housing Code and the California Administrative Code but have complied with the regulations and are no longer in violation.

BUDGET UNIT: 266 HOUSING APPEALS BOARD
DEPARTMENT: HOUSING APPEALS
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: JOGI KHANNA, M.D.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides funds to reimburse the five members of the Housing Appeals Board for meeting expenses at the rate of $25 per meeting and for travel expenses. Normally, 12 meetings are scheduled each year. The recommended appropriations are based on all 5 members attending all 12 regularly scheduled meetings.

CONCURRENCE

Dr. Jogi Khanna, District Health Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 267 LOCAL AGENCY FORMATION COMMISSION
DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: GERALD SCOTT

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 84,888	$ 108,120	$ 109,167	$ 109,167	$ 1,047
TOTAL APPROP	$ 84,888	$ 108,120	$ 109,167	$ 109,167	$ 1,047
Earned Revenue By Source					
• Charges for Svcs	$ 8,230	$ 12,000	$ 12,000	$ 12,000	$ 0
TOTAL REVENUE	$ 8,230	$ 12,000	$ 12,000	$ 12,000	$ 0
NET COUNTY COST					
• Mandated	$ 76,658	$ 96,120	$ 97,167	$ 97,167	$ 1,047
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Cortese-Knox Local Government Reorganization Act (Sections 56000-57550 of the Government Code) mandates the establishment of a Local Agency Formation Commission (LAFCo) in every California county. The net cost of LAFCo is a mandated county cost.

PURPOSE

To discourage urban sprawl and to encourage orderly formation and development of local governmental agencies based upon local conditions and circumstances.

This budget unit provides the County General Fund contribution for the operation of LAFCo. The LAFCo operating budget is contained in a Special District budget not governed by the Board of Supervisors.

WORKLOAD DATA

The processing of applications and associated activities represents the major share of the work program. During peak filing periods, application processing takes precedence over all other activities. The following table provides a four-year comparison of applications and the projection for 1987-88:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
City Annexations	6	17	14	17	16
District Annexations	8	9	10	6	8
Detachments	3	10	6	5	5
Formations	7	2	3	0	4
Consolidations	0	0	1	1	3
Dissolutions	0	1	1	1	2
TOTAL APPLICATIONS	24	39	35	30	38

BUDGET UNIT: 267 LOCAL AGENCY FORMATION COMMISSION
DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: GERALD SCOTT

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$1,047 increase ($108,120 to $109,167)
- $2,084 - Normal salary adjustments.
- ($1,538) - Decreased funding requirement due to increase in projected year-end fund balance from prior year.

REVENUES
No Change
- All revenues generated by LAFCo filing fees are returned to the County General Fund.

NET COUNTY COST
$1,047 increase ($96,120 to $97,167)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 program is expected to be similar to previous years with application processing dominating the work effort. Applications for 1986-87 are falling short of the previous year and are projected to end up 21% below the historic average, which is 38 applications per year. The projection of applications for 1987-88, however, is higher and expected to meet the historic average.

Beyond application processing, LAFCo is required to complete reorganization studies and update Spheres of Influence for each city and special district within the County. Specific projects for 1987-88 are noted in the "Objectives" section.

This budget unit funds the operating costs (less the prior year carryover fund balance) of LAFCo. The annual appropriation is projected as follows:

	1986-87 Approved	1987-88 Recommended	Inc/Dec
Salaries & Benefits	$ 99,765	$101,849	$ 2,084
Services & Supplies	14,822	15,323	501
Total Operating Budget	$114,587	$117,172	$ 2,585
Less Projected Fund Balance	(6,467)	(8,005)	(1,538)
General Fund Contribution	$108,120	$109,167	$ 1,047
Less Revenue to General Fund	(12,000)	(12,000)	0
Net County Cost	$ 96,120	$ 97,167	$ 1,047

The 1987-88 recommended contribution to LAFCo reflects an increase of less than 1% ($1,047) over the prior year. Although LAFCo's 1987-88 operating budget shows an increase of 2.3% ($2,585), that amount is partially offset by an increase of $1,538 in the projected year-end fund balance from that approved for the prior year.

The current schedule of LAFCo fees was adopted in 1984. The Executive Officer will recommend, in early 1987-88, that the Commission adjust fees to offset increased costs. A revenue increase of 25% to 30% ($3,000 to $3,600) is anticipated, although not included in the estimates at this time.

BUDGET UNIT: 267 LOCAL AGENCY FORMATION COMMISSION
DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
FUNCTION: ENVIRONMENTAL PROTECTION
RESPONSIBLE MANAGER: GERALD SCOTT

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To process timely all LAFCo applications filed. Approximately 37 changes are anticipated.	1. Processed all applications in a timely manner. However, the number of applications filed and processed is falling short of the estimate and a total of 30 is expected.
2. To assist the County Fire Warden in expanding the Delta Fire District to include the south Delta area.	2. Achieved some progress; however, the level of interest of south Delta property owners has subsided. Efforts will continue but at a lower priority.
3. To continue working towards consolidation of all community services in Woodbridge under a single, locally elected district.	3. Progressed to the point that a draft resolution for reorganization is now before the Woodbridge Sanitary District Board of Directors proposing to form a Community Services District.
4. To review and update the City of Manteca Sphere of Influence.	4. Will initiate an update to the Sphere of Influence when Manteca adopts their General Plan update. Manteca City Council is now conducting final hearings on the Plan update.
5. To work with the Linden County Water District towards consolidating all community services under a Community Services District.	5. Expected to be completed within six months. The Linden County Water District Board has approved the reorganization in concept and have directed their attorney to work with County Counsel to prepare an appropriate resolution.
	6. Sponsored successful legislation (in SB 1685, Senator Burgeson) which allows the Board of Supervisors to appoint the initial Board of Directors of a Community Services District when formed from consolidated agencies without an election. This change will greatly facilitate pending and future district reorganizations.

1987-88 OBJECTIVES

1. To process 38 applications for a boundary change or reorganization to cities and special districts.

2. To continue review and overall update of the City of Manteca Sphere of Influence.

3. To continue working with the communities of Linden and Woodbridge towards reorganizing existing districts into a Community Service District.

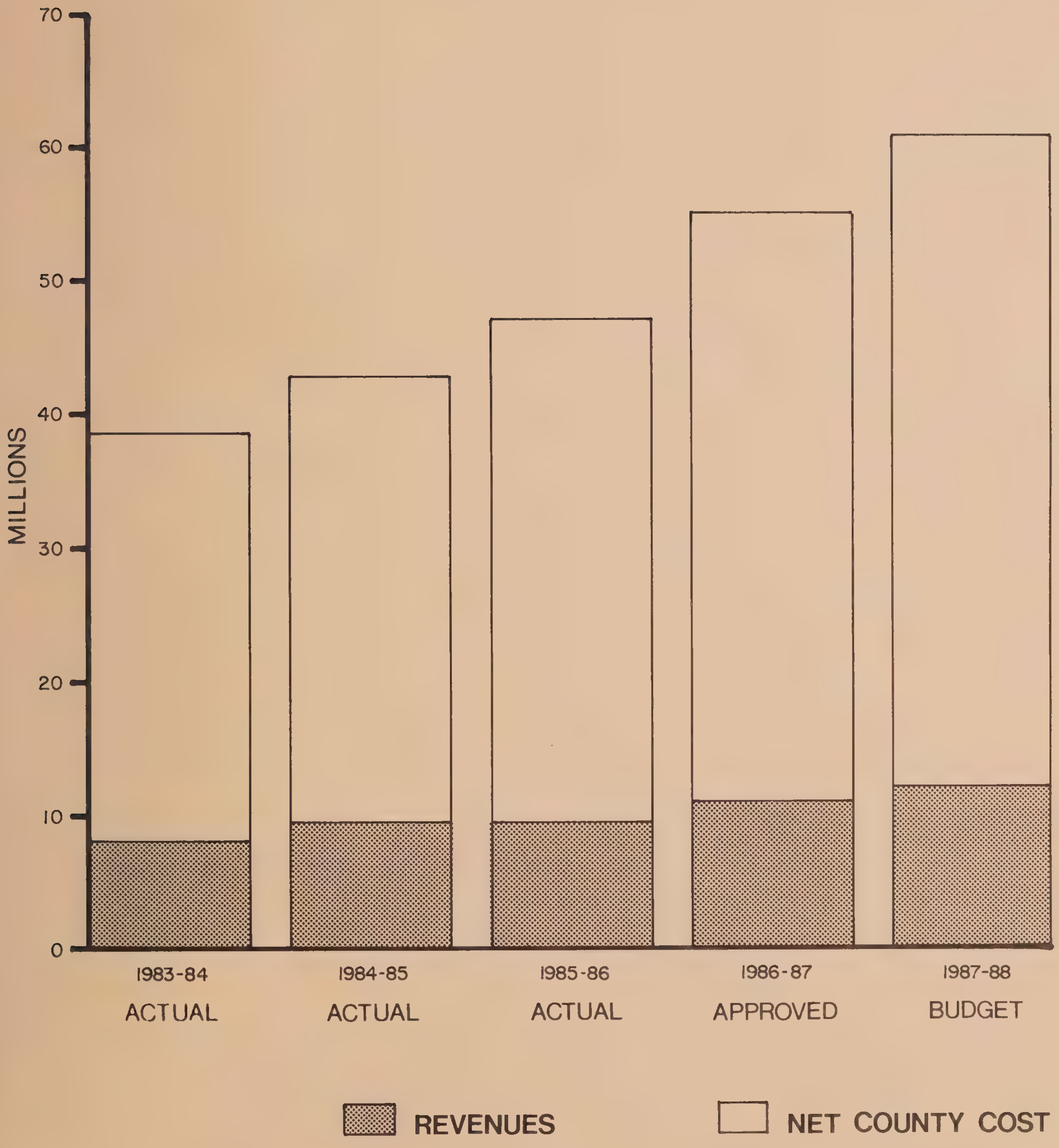
4. To participate in the City of Stockton's environmental review of proposals to add several major growth areas to the City General Plan and ultimate annexation to the City.

CONCURRENCE

Mr. Gerald Scott, Executive Officer of the Local Agency Formation Commission, agrees with the budget as proposed for 1987-88.

Law and Justice

CHANGE IN PROGRAM EXPENDITURES



Law and Justice

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 20100-County Clerk	$ 1,032,490	$ 1,101,107	$ 1,099,777	$ 67,287
• 20200-District Attorney	4,641,464	5,433,069	5,214,269	572,805
• 20201-Career Criminal Project	46,296	46,759	46,759	463
• 20202-Subvention Program	380,714	376,810	376,810	(3,904)
• 20203-Victim/Witness Program	165,838	201,736	201,736	35,898
• 20204-Gang Violence Project	42,410	42,832	42,832	422
• 20205-Victim Witness Center	36,500	36,457	36,457	(43)
• 20206-Child Abuse Vertical Pros.	40,763	91,697	91,697	50,924
• 20300-Family Support Division	2,410,706	2,445,403	2,445,403	34,697
• 20400-Public Defender	2,927,090	3,485,690	3,261,503	334,413
• 20401-Vert. Defense of Indigent	107,198	107,198	107,198	0
• 20402-Subvention Program	335,718	299,281	299,281	(36,437)
• 20500-Superior Court	3,838,917	4,575,571	4,264,071	425,154
• 20504-Conservatorship Invest.	88,630	114,166	114,169	25,539
• 20600-Stockton Municipal Court	3,420,801	4,054,387	3,469,818	49,017
• 20700-Lodi Municipal Court	738,123	808,372	807,787	69,664
• 20800-M-R-E Municipal Court	559,369	642,522	595,382	36,013
• 20900-Tracy Municipal Court	644,400	670,682	651,824	7,424
• 21200-Pretrial Services	257,629	310,153	304,892	47,263
• 21700-Stockton Marshal	472,253	593,182	593,182	120,929
• 21800-Lodi Marshal	307,019	299,480	298,890	(8,129)
• 21900-M-R-E-T Marshal	417,640	540,599	488,704	71,064
• 21600-Sheriff-Coroner	13,339,164	14,104,133	13,865,192	526,028
• 21601-Training	85,000	93,250	93,250	8,250
• 21602-Boating Safety	460,262	438,669	438,669	(21,593)
• 21615-Post Training	0	743,195	743,195	743,195
• 22600-Custody	9,414,860	12,288,949	11,488,987	2,074,127
• 22700-Probation-Juvenile	2,175,951	2,198,642	2,198,642	22,691
• 22701-Delinquency Prevention Comm	8,200	8,200	8,200	0
• 22702-Probation-Adult	1,345,013	1,549,753	1,542,668	197,655
• 22708-Probation Training Program	59,210	61,250	61,250	2,040
• 22800-Juvenile Hall	2,790,682	2,954,659	2,791,486	804
• 22900-State Correctional Schools	63,800	69,800	69,800	6,000
• 23006-Day Care Centers	187,471	199,294	199,294	11,823
• 23200-Juvenile Court Work Project	65,247	56,606	56,306	(8,941)
• 23300-Probation Services	393,750	404,243	355,096	(38,654)
• 23301-Justice System Advisory Grp	2,253	2,253	2,253	0
• 23303-Jail Services Officer	43,174	45,425	45,425	2,251
• 23304-Co-Ops	139,031	145,904	145,904	6,873
• 23305-P.C. 1000 Diversion	44,935	43,905	43,905	(1,030)
• 23400-Home Supervision	196,893	197,101	197,101	208
• 21000-Grand Jury	75,567	73,031	73,031	(2,536)
• 21100-Integrated Criminal Just Sys	1,519,296	1,442,626	1,442,626	(76,670)
SUB-TOTAL	$55,321,727	$63,398,041	$60,674,321	$5,353,284
Less: Intra-County Transactions	(1,296)	(1,296)	(1,296)	0
TOTAL - LAW & JUSTICE	$55,320,431	$63,396,745	$60,673,425	$5,353,284

BUDGET UNIT: **201 COUNTY CLERK**
DEPARTMENT: **COUNTY CLERK**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **RALPH W. EPPERSON**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 781,547	$ 810,945	$ 850,525	$ 850,525	$ 39,580
• Svcs/Supplies	381,427	425,370	298,400	297,070	(128,300)
• Fixed Assets	25,727	9,112	2,182	2,182	(6,930)
Total Expend	$ 1,188,701	$ 1,245,427	$ 1,151,107	$ 1,149,777	$(95,650)
• Intrafund Trans	(131,540)	(212,937)	(50,000)	(50,000)	162,937
TOTAL APPROP	$ 1,057,161	$ 1,032,490	$ 1,101,107	$ 1,099,777	$ 67,287
Earned Revenue By Source					
• Licenses/Permits	$ 3,689	$ 4,000	$ 3,400	$ 3,400	$ (600)
• Charges for Svcs	133,349	100,000	10,000	10,000	(90,000)
TOTAL REVENUE	$ 137,038	$ 104,000	$ 13,400	$ 13,400	$(90,600)
NET COUNTY COST					
• Mandated	$ 920,123	$ 928,490	$ 1,087,707	$ 1,086,377	$157,887
ALLOCATED POSITIONS	34.0	32.0	32.0	32.0	.0
TEMPORARY (FTE)*	0.0	1.4	1.3	1.3	(.1)
TOTAL STAFFING	34.0	33.4	33.3	33.3	(.1)

*Full-time equivalent

MANDATE

The County Clerk, under Article VI, Section 4 of the California Constitution, is ex-officio Clerk of the Superior Court. Government Code Sections 69841 through 69847 detail the duties and responsibilities of the Clerk of the Court and Government Code Sections 26800-26859 enumerate the duties and filing fees of the County Clerk.

PURPOSE

Files and records fictitious name statements; issues marriage licenses; assists in passport applications; prepares court calendars for juvenile, criminal, mental, and appellate departments; processes legal documents; and maintains all case files and court records.

WORKLOAD DATA

Departmental activities include Superior Court filings, processing of passport applications, issuance of marriage licenses, and filing of fictitious business names. These activities are summarized below:

	--------Actual-------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Court Filings					
Criminal	1,150	1,314	1,267	1,538	1,500
Juvenile	2,431	2,654	2,311	2,476	2,500
Probate, etc.	1,358	1,348	1,335	1,374	1,400
Family Law	2,795	2,837	2,732	2,894	2,900
Other Civil	3,937	4,808	4,663	3,946	4,100
Mental Health	59	79	84	120	100
Appeals	264	287	294	276	275
Total Court Filings	11,994	13,327	12,686	12,624	12,775

BUDGET UNIT: 201 COUNTY CLERK
DEPARTMENT: COUNTY CLERK
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: RALPH W. EPPERSON

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Passports	2,936	3,559	3,512	3,400	3,300
Marriage Licenses	2,734	2,506	3,079	3,500	3,400
Fictitious Business Names	2,026	2,045	2,301	2,400	2,400

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$39,580 increase ($810,945 to $850,525)

- $40,335 - Increase for normal salary increases.

SERVICES & SUPPLIES

$128,300 decrease ($425,370 to $297,070)

- ($15,000) - Decrease in general office supplies due to better cost management and more accurate budgeting.
- ($2,000) - Decrease in postage as Superior Court costs have been broken out.
- ($8,306) - Decrease in equipment maintenance.
- ($4,952) - Decrease in rental of equipment due to past billing errors.
- ($77,125) - Decrease in Data Processing Direct Charges.
- ($19,447) - Decrease in Data Processing Equipment Charges, FY 1986-87 had one-time cost for new cash register system.
- ($3,300) - Decrease in maintenance costs, FY 1986-87 budget contained a one-time remodeling charge.

FIXED ASSETS

$6,930 decrease ($9,112 to $2,182)

- $1,302 - Rope and stanchions to direct counter traffic.
- $250 - 2-drawer file cabinet for Lead Clerk.
- $510 - 3 computer desks for CJIS system.
- $120 - Printer stand for CJIS system.

INTRAFUND TRANSFERS

$162,937 decrease ($212,937 to $50,000)

- ($162,937) - Decrease in number of Family Support Division cases filed, and decrease in billable overhead because of Superior Court separation.

REVENUES

$90,600 decrease ($104,000 to $13,400)

- ($600) - Decrease in marriage license fees as money collected for Recorder will be deposited in Recorder's Revenue account.
- ($78,000) - Decrease for State prison reimbursement as money collected for other departments will be deposited in their revenue accounts.
- ($3,000) - Decrease in coordinated case reimbursement.
- ($9,000) - Decrease for mental hearing reimbursement as money collected for other departments will be deposited in their revenue accounts.

NET COUNTY COST

$157,887 increase ($928,490 to $1,086,377)

BUDGET UNIT: 201 COUNTY CLERK
DEPARTMENT: COUNTY CLERK
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: RALPH W. EPPERSON

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the County Clerk has implemented most of the changes recommended by the County Clerk's Task Force. The Office is now at full staffing and is open to the public and the phones answered from 8:00 A.M. to 5:00 P.M. Desk manuals are being written with employee input and stored on the word processor for easy adaptation. The Criminal Division has been relocated closer to the counter to allow for easier access and better utilization of the space. A new type of filing system utilizing letter size, rather than legal size, has been implemented and file security enhanced. Other procedures have been streamlined to provide better service to the courts and the public.

The significant issue in the County Clerk's recommended budget is that despite a $95,650 decrease in requested expenditures, there is a $157,887 increase in Net County Cost.

The primary cause of this increase is a $162,937 decrease, from ($212,937) to ($50,000) in the Office's Intrafund Transfers. This credit represents charges to the District Attorney's Family Support Division for costs associated with enforcement action filings.

Historically, the Intrafund Transfers have been calculated by applying the ratio of Family Support filings to total County Clerk filings against total cost of the Clerk's operations. In Fiscal Year 1985-86, Superior Court related functions began to be removed from the County Clerk's Office. The result is that the claimable cost base of the Clerk's operations dropped by 42.5% from $1,630,825 in FY 1984-85 to an estimated $937,696 for FY 1986-87. Unfortunately, the operations transferred to the Superior Court have not increased the Court's claimable time against Family Support, which is estimated at one clerical hour per week.

The reduction in claimable costs for the Clerk has been compounded because Family Support enforcement filings, as a proportion of total clerk filings, have declined by 54.6%, from 14.15% in FY 1984-85 to 6.43% in FY 1986-87. This reduction stems from the Family Support Division changing its emphasis from enforcement through writs of execution to the tax intercept program. This change in emphasis is discussed further in the Family Support Budget Unit 203.

The impact of these changes on the County Clerk's reimbursement claim is reflected in the following chart:

County Clerk Quarterly Claims - July 1984 through January 1987

Claiming Period Ending	FSD Filing Percentage	Clerk's Total Claimable Base	Actual Claim
09/30/84	16.30%	$ 453,438	$ 73,910
12/31/84	11.68%	407,366	47,580
03/31/85	12.08%	300,373	36,285
06/30/85	15.50%	469,648	73,143
FY 1984-85	14.15%	$1,630,825	$230,918
09/30/85	16.35%	$ 351,842	$ 57,526
12/31/85	15.37%	291,164	44,751
03/31/86	12.95%	222,682	28,837
06/30/86	11.20%	229,126	25,662
FY 1985-86	14.32%	$1,094,814	$156,776
09/30/86	7.00%	$ 205,545	$ 14,388
12/31/86	5.98%	263,303	15,745
FY 1986-87 (First six months only)	6.43%	$ 468,848	$ 30,133

BUDGET UNIT: 201 COUNTY CLERK
DEPARTMENT: COUNTY CLERK
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: RALPH W. EPPERSON

PROGRAM DISCUSSION OF 1987-88 BUDGET

The other factor in the increased Net County Cost is a $90,600 decrease, from $104,000 to $13,400, in estimated revenue. This decreased revenue results from an accounting change and does not reflect a true increase in Net County Cost.

The Auditor-Controller has assumed several cost reimbursement claiming functions formerly handled by the County Clerk. In an effort to stimulate departmental efforts to claim all costs, the Auditor-Controller has created revenue accounts for each responsible department. Therefore, the reduction in revenue in the County Clerk's budget has been offset by corresponding increases in revenue for other General Fund budget units.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To microfiche old case index books.	1. Accomplished.
2. To hire and train new staff recommended by County Clerk Task Force.	2. Accomplished.
3. To write procedures for each desk.	3. In process.
4. To write an employee handbook.	4. In process.
5. To have the Office redesigned and remodeled.	5. Completed some temporary remodeling.
6. To implement the new filing system.	6. Implemented.

1987-88 OBJECTIVES

1. To have the Office redesigned and remodeled.
2. To resolve the issue of filming the files or storing offsite.
3. To provide more training for the staff on effective ways of providing better service to the public.
4. To continue the cross-training within each division.

CONCURRENCE

Mr. Ralph W. Epperson, County Clerk, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL DISTRICT ATTORNEY

RESPONSIBLE MANAGER: JOHN D. PHILLIPS

Summary

Fund: General	1985-86	1986-87	1987-88		
	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 5,238,784	$ 6,130,593	$ 7,067,199	$ 6,863,899	$733,306
• Svcs/Supplies	1,220,119	1,611,655	1,616,644	1,601,644	(10,011)
• Fixed Assets	11,162	57,443	27,670	27,170	(30,273)
Total Expend	$ 6,470,065	$ 7,799,691	$ 8,711,513	$ 8,492,713	$693,022
• Intrafund Trans	0	(35,000)	(36,750)	(36,750)	(1,750)
TOTAL APPROP	$ 6,470,065	$ 7,764,691	$ 8,674,763	$ 8,455,963	$691,272
Earned Revenue By Source					
• Aid-Other Govt	$ 2,585,893	$ 3,105,933	$ 3,246,576	$ 3,246,576	$140,643
• Charges for Svcs	125,851	117,000	126,600	128,300	11,300
• Other Revenues	243,682	315,000	315,000	315,000	0
TOTAL REVENUE	$ 2,955,426	$ 3,537,933	$ 3,688,176	$ 3,689,876	$151,943
NET COUNTY COST					
• Mandated	$ 3,441,835	$ 4,194,322	$ 4,958,369	$ 4,737,869	$543,547
• Required Match	40,593	4,632	21,809	21,809	17,177
• Discretionary	32,211	27,804	6,409	6,409	(21,395)
TOTAL NCC	$ 3,514,639	$ 4,226,758	$ 4,986,587	$ 4,766,087	$539,329
ALLOCATED POSITIONS	128.3	140.0	157.0	149.0	9.0
TEMPORARY (FTE)*	24.1	28.8	28.3	33.0	4.2
TOTAL STAFFING	152.4	168.8	185.3	182.0	13.2

*Full-time equivalent

SUMMARY

This presentation is a summary of the six budget units administered by the Office of the District Attorney. These include: 202 District Attorney; 20201 Career Criminal Program; 20202 Juvenile Subvention Program; 20203 Victim Witness Program; 20204 Gang Violence Program; 20205 Victim Assistance Center; 20206 Child Abuse Vertical Prosecution Grant; and 203 Family Support Division.

PROGRAM HIGHLIGHTS

The following are major changes recommended for District Attorney operations in 1987-88:

- Conversion of Toxic Strike Force extra-help investigator to allocated position at a cost of $19,537.
- Six-month funding in the amount of $34,968 for two Deputy District Attorney I's to support proposed Superior Court judgeships.
- Ten-month funding for Legal Typist for Consumer Fraud and Environmental Protection Units at a cost of $18,579.
- Appropriation of $16,598 for extra-help typist for CRAC-NET drug task force.
- Laboratory and expert witness fees have increased by $60,000 based on additional homicide, narcotics, and drunk driving caseloads.

BUDGET UNITS: **ALL DISTRICT ATTORNEY**

RESPONSIBLE MANAGER: **JOHN D. PHILLIPS**

PROGRAM HIGHLIGHTS

- Increase in Victim Witness Program Augmentation Grant of $57,293 allowing expansion of program Countywide.
- The County cash match requirement has increased from 20% to 40% for the Gang Violence program at a cost of $8,227 in reduced revenue.
- An additional half-time extra-help claims specialist was added to the Victim Witness Assistance Center at a cost of $9,266. All costs are fully State subvented.
- Fiscal Year 1987-88 budget contains eight months' funding for the Child Abuse Vertical Prosecution Grant which expires at the end of February 1988.

BUDGET UNITS: ALL DISTRICT ATTORNEY
EXCLUDING FAMILY SUPPORT

RESPONSIBLE MANAGER: JOHN D. PHILLIPS

Summary

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 3,969,156	$ 4,664,695	$ 5,426,264	$ 5,222,964	$558,269
• Svcs/Supplies	545,460	637,797	780,546	765,546	127,749
• Fixed Assets	3,839	51,493	22,550	22,050	(29,443)
TOTAL APPROP	$ 4,518,455	$ 5,353,985	$ 6,229,360	$ 6,010,560	$656,575
Earned Revenue By Source					
• Aid-Other Govts	$ 468,578	$ 694,585	$ 801,173	$ 801,173	$106,588
• Charges for Svcs	43,566	30,000	25,600	27,300	(2,700)
• Other Revenue	243,682	315,000	315,000	315,000	0
TOTAL REVENUE	$ 755,826	$ 1,039,585	$ 1,141,773	$ 1,143,473	$103,888
NET COUNTY COST					
• Mandated	$ 3,689,825	$ 4,281,964	$ 5,059,369	$ 4,838,869	$556,905
• Required Match	40,593	4,632	21,809	21,809	17,177
• Discretionary	32,211	27,804	6,409	6,409	(21,395)
TOTAL NCC	$ 3,762,629	$ 4,314,400	$ 5,087,587	$ 4,867,087	$552,687
ALLOCATED POSITIONS	79.3	91.0	105.0	97.0	6.0
TEMPORARY (FTE)*	20.4	25.1	19.7	24.4	(.7)
TOTAL STAFFING*	99.7	116.1	124.7	121.4	5.3

*Full-time equivalent

SUMMARY

This presentation is a summary of seven of the eight budget units administered by the Office of the District Attorney. These include: 202 District Attorney; 20201 Career Criminal Program; 20202 Juvenile Subvention Program; 20203 Victim Witness Program; 20204 Gang Violence Program; 20205 Victim Assistance Center; and 20206 Child Abuse Vertical Prosecution Grant.

This summary shows the total resources required for the District Attorney's prosecution efforts.

BUDGET UNIT: 202 DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 3,482,082	$ 4,057,095	$ 4,700,372	$ 4,497,072	$439,977
• Svcs/Supplies	503,025	553,132	710,147	695,147	142,015
• Fixed Assets	1,348	31,237	22,550	22,050	(9,187)
TOTAL APPROP	$ 3,986,455	$ 4,641,464	$ 5,433,069	$ 5,214,269	$572,805
Earned Revenue By Source					
• Aid-Other Govt	$ 9,382	$ 14,500	$ 33,100	$ 33,100	$ 18,600
• Charges for Svcs	43,566	30,000	25,600	27,300	(2,700)
• Other Revenues	243,682	315,000	315,000	315,000	0
TOTAL REVENUE	$ 296,630	$ 359,500	$ 373,700	$ 375,400	$ 15,900
NET COUNTY COST					
• Mandated	$ 3,689,825	$ 4,281,964	$ 5,059,369	$ 4,838,869	$556,905
ALLOCATED POSITIONS	78.7	84.0	98.0	90.0	6.0
TEMPORARY (FTE)*	13.9	14.9	8.0	12.7	(2.2)
TOTAL STAFFING	92.6	98.9	106.0	102.7	3.8

*Full-time equivalent

MANDATE

The District Attorney is an elective constitutional officer and is mandated under Government Code Section 24000. Level of service is not mandated but is directly impacted by court caseloads. Many of the functions cannot be significantly reduced without adverse fiscal and legal consequences.

PURPOSE

Initiates and conducts all prosecutions for violations of State laws and local ordinances; investigates such offenses in cooperation with local law enforcement agencies, establishes policy and standards for filing of criminal complaints, institutes proceedings for the arrest of persons charged with or reasonably suspected of public offenses; attends and advises the Grand Jury; provides services in civil proceedings involving abatement of nuisances and environmental hazards, commitment of developmentally disabled persons, commitment of immediately dangerous persons who are mentally ill, and consumer fraud remedies; manages grant programs, providing services to victims of crime and witnesses.

BUDGET UNIT: 202 DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
I. MUNICIPAL COURT					
A. Felony Filings					
Countywide	2,762	3,016	3,482	3,017	3,035
Stockton	1,917	2,066	2,520	2,148	2,150
Lodi	203	251	320	284	290
MRE	366	354	266	241	250
Tracy	210	270	302	279	280
DVI	65	75	74	65	65
B. Misdemeanor Filings					
Countywide(excl. Stkn Traffic)	13,221	15,763	15,931	17,853	19,480
Stockton Misd	6,264	7,773	7,399	8,924	10,000
Stockton Traffic	6,182	6,321	6,923	7,340	7,782
Lodi Misd/Traffic	2,920	3,377	3,344	3,895	4,052
MRE Misd/Traffic	2,669	2,838	2,929	3,210	3,518
Tracy Misd/Traffic	1,368	1,775	1,859	1,824	1,910
C. Total Appearances Made					
Stockton Felony Muni	7,867	9,030	11,142	11,997	12,917
Stockton Misd	19,560	23,073	28,953	32,381	36,215
Stockton Traffic	14,578	13,151	13,788	13,167	13,150
Lodi	N/A	10,281	9,488	8,453	9,367
MRE	12,912	13,180	12,993	16,224	18,000
Tracy	8,204	9,112	7,237	7,077	9,300
II. SUPERIOR COURT					
New Cases	1,041	1,147	1,256	1,429	1,295
Jury Trials	64	63	79	75	80
Days of Trial	797	662	1,056	654	800
Appearances	8,508	10,610	11,130	12,676	13,867
A. Investigations					
Cases Opened	671	817	1,303	1,882	2,010

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$439,977 increase ($4,057,095 to $4,497,072)

- $35,573 - Ten-month funding for Investigator Toxic Strike Force.
- ($16,036) - Reduction in extra-help salary for Investigator Toxic Strike Force.
- $34,968 - Six-month funding for two Deputy District Attorney I's to support proposed Superior Court judgeships.
- $22,322 - Funding for contract Witness Advocate formerly carried in Victim Witness budget.
- $18,579 - Ten-month funding for Legal Typist for Consumer Fraud and Environmental Protections units.
- $16,598 - Extra-help typist for CRAC-NET drug task force.
- $0 - Conversion of two extra-help Consumer Mediation Specialists to three-quarter and full-time permanent positions. Cost of salary and fringe benefits deducted from extra-help appropriation.

BUDGET UNIT: 202 DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

- ($5,000) - Decreased extra-help representing cost savings from purchase of personal computer.
- $7,517 - Full-year funding of previously unfunded District Attorney Investigative Assistant, partially offset by reduction in Extra-Help account.
- $325,456 - Normal salary and benefit adjustments.

SERVICES & SUPPLIES

$142,015 increase ($553,132 to $695,147)

- $ 8,409 - Increased office supply and postage expense resulting from caseload growth.
- $10,000 - Increased travel and training costs.
- $60,000 - Increased laboratory and expert witness fees based on increased homicide, narcotics, and drunk driving caseloads.
- $38,913 - Increased Data Processing Direct Charges to support case management system.
- $4,000 - Increased Jury and Witness expenses due to increase in number of jury trials.
- $21,033 - New expense for Workers' Compensation Insurance.
- $12,595 - Increased Communication charges.
- ($8,688) - Decreased Maintenance Equipment charges.
- ($10,718) - Decreased Data Processing Equipment purchases.

FIXED ASSETS

$9,187 decrease ($31,237 to $22,050)

- $11,420 - Purchase of four sets of replacement attorney office furnishings.
- $3,270 - Purchase of replacement desks and chairs for three clerical and para-professional staff.
- $2,685 - Purchase of five computer workstations and chairs for CJIS case management system.
- $3,775 - Purchase of five replacement electronic typewriters.
- $900 - Purchase of three bases for printer sound enclosures.

REVENUES

$15,900 increase ($359,500 to $375,400)

- $15,000 - Increase in Witness Protection Reimbursement.
- $6,100 - Increase in POST reimbursement.
- ($5,000) - Decrease in Legal Services - DVI.
- ($145,000) - Decrease in estimated Consumer Fraud Recovery from $315,000 to $170,000.
- $145,000 - Establishment of Environmental Protection Unit and Toxic Strike Force revenue accounts.
- $1,700 - Mental Health Hearing revenue formerly credited to County Clerk.

NET COUNTY COST

$556,905 increase ($4,281,964 to $4,838,869)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Fiscal Year 1987-88 will be the first full budget year under the leadership of John D. Phillips, who took office as District Attorney in January 1987.

During the final half of Fiscal Year 1986-87 the District Attorney's Office underwent a series of minor reorganizations, including the establishment of a four-person Homicide Team, and the allocation of a second attorney to both the Consumer Fraud Division and the Environmental Protection Units. Extra-help clerical staffing was added to start a Subpoena Management Unit, improve the functioning of the Reception Desk/Message Center; and provide direct, legal typing support for the civil law units (Environmental Protection and Consumer Fraud). The Child Abuse and Sexual Assault Unit began to implement true

PROGRAM DISCUSSION OF 1987-88 BUDGET

vertical prosecution of its cases after obtaining a State grant that provided an additional attorney, investigator, and clerk typist.

In the 1987-88 fiscal year, the District Attorney's Office intends to achieve a higher jury trial conviction rate in both the Municipal and Superior Courts. This is to be accomplished by increasing both the quantity and quality of training provided to the legal and investigative staff, through the development of fair and demanding performance standards, and through more selective recruitment and assignment of personnel.

In 1987-88, the District Attorney's Office proposes to mount an aggressive campaign to arrest and prosecute narcotics dealers through a narcotics strike force, a Countywide cooperative law enforcement effort known as CRAC-NET. A key feature of this effort will be the seizure of cash and property of narcotics vendors through State and Federal asset forfeiture laws. The revenues generated through this effort will be placed in a trust fund to support the Strike Force's ongoing efforts. The Strike Force has set a goal of becoming financially self-sufficient through trust fund revenues within thirty-six months.

In 1987-88, special initiatives will be made to improve prosecution efforts in the areas of toxic waste disposal, consumer protection, and domestic violence. Services to victims of crime will be improved by expanding the service areas of the Victim/Witness Program Mobile Crisis Unit Countywide. The proposed automation of the Restitution Division's accounting system will permit more aggressive collection efforts on behalf of victims. Data Processing and the County Administrator will be reviewing this proposed automation, and other collection alternatives, to determine the most effective manner to proceed. Throughout the year, the District Attorney's staff will also be working closely with Data Processing on the development of the District Attorney Case Management portion of the integrated Criminal Justice Information System (CJIS).

A total increase of 4.3 full-time equivalent staff are recommended in the District Attorney's Office to support the above objectives. The recommended changes are shown below:

- First, six-month funding for two Deputy District Attorneys to provide coverage of the two Superior Court judgeships, presently pending legislative approval, is recommended. If the judge bill is defeated, the positions and appropriation will be deleted.

- Second, ten-month funding for the Toxic Strike Force Investigator is recommended. This position was added as extra-help in December 1986 and is now proposed to be converted to permanent status. A reduction in extra-help funds partially offsets this addition.

- Third, a Witness Advocate II performing subpeona management functions is proposed to be transferred from the Victim Witness program to the main DA budget unit. No increase in Net County Cost results because there is an identical reduction in the Victim Witness program.

- Fourth, the allocation of a Legal Typist position to support the Consumer Fraud and Environmental Protection units is recommended. Ten-month funding of $18,579 is needed to support the civil typing load created by the four attorneys in these two units.

- Fifth, an additional allocation of $16,598 is recommended to fund a full-time extra-help Legal Typist to support the CRAC-NET drug task force. This position is recommended as extra-help so that, if successful, drug asset seizure money can be used to support the cost of making the position permanent.

BUDGET UNIT: 202 DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Sixth, the District Attorney has also requested that two existing extra-help Consumer Mediation Specialists be made permanent positions. The County Administrator concurs with this request and recommends that funds totaling the cost of the two positions' salaries and benefits be deducted from the Department's extra-help appropriation.

- Finally, it is recommended that full-year funding of a previously unfunded District Attorney Investigative Assistant position be granted. This position was created on a trial basis and has proven to be effective. The cost of the position's salary and benefits are partially offset by a $19,000 reduction in the Extra-Help account.

The Services and Supplies object is recommended to increase by $142,015, from $553,132 to $695,145. The largest recommended increase in this object is an additional $60,000 in the Professional and Specialized Services account, from $105,000 to $165,000. This recommendation reflects Estimated/Actual Expenditures on laboratory and expert witness fees for Fiscal Year 1986-87. An additional $38,913 of the increase reflects increased charges for data processing. This increase provides full-year support for the District Attorney's interim case management system. All other recommended increases occur either in centrally budgeted accounts or reflect existing usage.

A total of $22,050 is recommended for Fixed Assets purchases. All recommended purchases are either replacement of non-repairable equipment, replacement furnishings which have not yet been upgraded, or equipment for the Criminal Justice Information System recommended by Data Processing.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To initiate a Narcotics Enforcement Task Force and pursue State grant funding to augment prosecution and investigative efforts.	1. In process. Every law enforcement agency in the County has agreed to participate in a new Narcotics Enforcement Strike Force by assigning staff and equipment to the unit. The State has agreed to provide funds for rental space and certain operating costs. The unit should become operational on May 1, 1987.
2. To fully implement vertical prosecution of Child Abuse or Sexual Assault cases and provide additional attorneys and staff support to the CASA team.	2. Accomplished. The Child Abuse and Sexual Assault Unit has successfully achieved true vertical prosecution of its caseload. Attorney and staff support for the Unit has been augmented using both County and State grant funds.
3. To convene a Task Force of criminal justice agencies including the courts, District Attorney, Public Defender, and local law enforcement agencies to develop methods to improve the system of issuing, serving, and recalling subpoenas.	3. Convened an interagency Task Force to discuss methods of improving the system of issuing, serving, and recalling subpoenas. The District Attorney's Office has established a Subpoena Management Unit to implement the recommended improvements.
4. To fully implement the interim on-line case management system.	4. Achieved.
5. To continue the development and application of performance standards for professional staff.	5. Involved professional staff in the process of developing specific performance evaluation standards for use beginning May 1, 1987.

BUDGET UNIT: 202 DISTRICT ATTORNEY
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
6. To continue the development of improved office procedures and systems, particularly for new specialty units such as Felony Intake and Complaint Review, and Domestic Violence.	6. Clarified the role and responsibilities of the Felony Intake and Complaint Review Unit. Systems and procedures have been developed to sensitively process the domestic violence caseload consistent with recent changes in State law.

1987-88 OBJECTIVES

1. To place a higher priority on the investigation, arrest, and prosecution of major narcotics vendors through active participation in the Countywide Narcotics Enforcement Strike Force, and to seize large amounts of money and property from major narcotics vendors using the provisions of new Federal and State asset forfeiture laws.

2. To implement vertical prosecution of most homicide cases through the recently established Homicide Unit.

3. To improve the system of issuing, serving, and recalling subpoenas through the recently established Subpoena Management Unit.

4. To strengthen the Consumer Fraud and Business Affairs Division by reassigning a second attorney to the unit and adding two new Consumer Mediation Specialist positions.

5. To strengthen the Environmental Protection Unit/Toxic Strike Force by assigning a second attorney to the unit and adding a new specialized investigator position.

6. To implement a fair but demanding set of performance evaluation standards for all professional staff.

7. To improve the training opportunities for professional and clerical staff using both in-house resources and outside training seminars and conferences.

8. To automate the Restitution Division's accounting system and institute more aggressive procedures to collect restitution funds ordered for victims.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20201 CAREER CRIMINAL PROJECT
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 35,940	$ 45,974	$ 45,638	$ 45,638	$ (336)
• Svcs/Supplies	0	322	1,121	1,121	799
TOTAL APPROP	$ 35,940	$ 46,296	$ 46,759	$ 46,759	$ 463
Earned Revenue By Source					
• Aid-Other Govt	$ 11,635	$ 41,666	$ 42,083	$ 42,083	$ 417
TOTAL REVENUE	$ 11,635	$ 41,666	$ 42,083	$ 42,083	$ 417
NET COUNTY COST					
• Required Match	$ 24,305	$ 4,630	$ 4,676	$ 4,676	$ 46
ALLOCATED POSITIONS	0.6	0.7	0.6	0.6	(0.1)
TEMPORARY (FTE)*	0.5	0.1	0.2	0.2	0.1
TOTAL STAFFING	1.1	0.8	0.8	0.8	0.0

*Full-time equivalent

MANDATE

This program is not mandated. Level of service is discretionary, but must comply with State grant requirements.

PURPOSE

Enhances prosecution of career criminals through vertical prosecution; opposes plea bargaining, trial continuances, and bail reduction; seeks longer sentences for repeat offenders.

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Cases Prosecuted	N/A	30	32	35	40

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$336 decrease ($45,974 to $45,638)

- ($1,063) - Reimbursement rate for experienced attorney (Deputy District Attorney IV) decreased to 60% of salary and benefit cost.
- $727 - Extra-help clerical increased to eight hours per week at $6.50/hour.

BUDGET UNIT: 20201 CAREER CRIMINAL PROJECT
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$799 increase ($322 to $1,121)

- $421 - Set aside for audit of grant expenditures.
- $140 - Increase in amount budgeted for training and conference expenses.
- $238 - New Workers' Compensation Insurance expense.

REVENUES
$417 increase ($41,666 to $42,083)

- $417 - State grant funding in FY 1987-88 has been increased by one percent (1%) over the FY 1986-87 funding level.

NET COUNTY COST
$46 increase ($4,630 to $4,676)

PROGRAM DISCUSSION OF 1987-88 BUDGET

State grant funding for the Career Criminal Project has been increased only 1% for the 1987-88 fiscal year. The County cash match for the grant remains at 10% of the total grant budget.

This level of grant funding subsidizes 60% of the cost of salary and benefits for the Deputy District Attorney IV assigned to the project full time. This revenue is utilized to hire a Deputy District Attorney I or II on a contract basis to backfill for the Career Criminal prosecutor on the staffing roster.

The 1987-88 Career Criminal Project budget includes sufficient funds for the Career Criminal prosecutor to attend two OCJP sponsored training conferences to exchange information and discuss trial techniques with other Career Criminal prosecutors. The budget also includes funds for grant audit purposes for the first time.

The potential workload of the Career Criminal unit exceeds the level that can be properly handled by one prosecutor utilizing vertical prosecution methods. Therefore, the Career Criminal prosecutor will continue to concentrate on the worst offenders who have committed multiple robberies, burglaries, or thefts, and who have prior convictions for this type of offense.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To maintain a conviction rate in Career Criminal cases of at least 90%.	1. Achieved a 100% conviction rate in Career Criminal cases on the most serious charges.
2. To continue to request high bail amounts for all defendants meeting Career Criminal prosecution criteria.	2. Maintained policy of filing affidavits requesting high bail for defendants meeting Career Criminal prosecution criteria.
3. To continue to reject plea bargaining and oppose continuances that would unnecessarily delay conviction and sentencing of Career Criminal defendants.	3. Rejected plea bargaining in all Career Criminal cases.
4. To continue to request and obtain longer average sentences for Career Criminal defendants.	4. Obtained average sentence on Career Criminal defendants of 6.6 years in prison.
5. To improve data collection and maintenance of monthly records to facilitate filing of OCJP documents.	5. Accomplished.

BUDGET UNIT:	**20201 CAREER CRIMINAL PROJECT**
DEPARTMENT:	**DISTRICT ATTORNEY**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN D. PHILLIPS**

1987-88 OBJECTIVES

1. To maintain a conviction rate in excess of 95% in Career Criminal cases.

2. To develop a strong relationship with the Career Criminal Apprehension Program established by the Tracy Police Department.

3. To increase the total number of cases completed by the Career Criminal prosecutor to at least forty without any decrease in program effectiveness.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT:	**20202 SUBVENTION PROGRAM**
DEPARTMENT:	**DISTRICT ATTORNEY**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN D. PHILLIPS**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 293,493	$ 329,308	$ 339,610	$ 339,610	$ 10,302
• Svcs/Supplies	25,123	46,930	37,200	37,200	(9,730)
• Fixed Assets	2,491	4,476	0	0	(4,476)
TOTAL APPROP	$ 321,107	$ 380,714	$ 376,810	$ 376,810	$ (3,904)
Earned Revenue By Source					
• Aid-Other Govt	$ 321,107	$ 380,714	$ 376,810	$ 376,810	$ (3,904)
TOTAL REVENUE	$ 321,107	$ 380,714	$ 376,810	$ 376,810	$ (3,904)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	7	7	7	7	0

MANDATE

Section 681 of the California Welfare and Institution Code requires the District Attorney to appear in all Section 602 Welfare and Institutions Code cases and to appear when requested on Sections 300 and 601 Welfare and Institutions Code cases. Level of service is not mandated but is impacted by court caseload. All costs of this budget unit are reimbursed by the State.

PURPOSE

Reviews juvenile crime reports and prepares petitions for court filing; appears in court on all calendars including detention, jurisdictional, motion, trial, and dispositional; handles all fitness hearings pursuant to Sections 707(A) and 707(B) of the California Welfare and Institutions Code; advises Probation on possible informal handling of cases per Section 654 Welfare and Institutions Code; represents Probation at order-to-show-cause hearings; represents the Department of Human Services at dependency hearings when requested; prepares trials and subpoenas; and interviews witnesses.

WORKLOAD DATA

Activities include reviewing probation affidavits and law enforcement crime reports, and following investigations leading to the authorization and issuance of petitions filed in Superior Court. Thereafter, these petitions are prosecuted in court through detention, jurisdictional, motion, trial, and dispositional hearings. These activities can be summarized in three major categories:

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
602 Petitions	3,512	3,414	3,333	3,120	3,400
300 Petitions & Reviews	232	389	67	0	0
Total Court Appearances	6,981	6,994	7,116	6,962	7,000

BUDGET UNIT: 20202 SUBVENTION PROGRAM
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

WORKLOAD DATA

602 Petitions include filings on new offenders, subsequent filings on repeat offenders, supplemental filings on probation offenders, along with orders to show cause for miscellaneous violations.

300 Petitions include the processing of new filings along with periodic dependent reviews over those cases which the court takes jurisdiction.

Total Court Appearances include the number of court appearances on delinquent and dependent petitions mandated for the District Attorney by the Welfare and Institutions Code.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$10,302 increase ($329,308 to $339,610)
- $10,302 - Normal salary adjustments

SERVICES & SUPPLIES
$ 9,730 decrease ($46,930 to $37,200)
- ($8,193) - No computer equipment requested or recommended for purchase this year.
- ($1,880) - Reduction in centrally budgeted charge for communications.

FIXED ASSETS
$4,476 decrease ($4,476 to zero)
- - No Fixed Assets requested this fiscal year.

REVENUE
$ 3,904 decrease ($380,714 to $376,810)
- ($3,904) - Decrease in revenue matches decrease in expenditures.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Juvenile Division's 1987-88 Proposed Budget focuses on supplying services to the public, schools, law enforcement agencies, the Probation Department, and the Superior Court.

There are no major changes expected in workload staffing, or expenses in 1987-88. This year's budget approach is to maintain the current level of effort.

The District Attorney's Office will be focusing more attention on the juvenile gang violence problem, and its relationship to other criminal activities.

Consideration is being given to initiating a program to track serious habitual offenders in order to provide stronger intervention in the lives and activities of those juveniles most likely to continue criminal behavior as adults. State grant funding will be sought in order to initiate this multi-agency program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To obtain word processing capabilities.	1. Obtained a word processing system.
2. To continue to support Student Attendance Review Board (SARB) hearings and to conduct citation hearings to enforce SARB directives to truants.	2. Accomplished. A Deputy District Attorney attends two SARB meetings per month and holds three to four SARB citation hearings per month.

BUDGET UNIT: 20202 SUBVENTION PROGRAM
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To continue to support revision of the Welfare and Institutions Code as recommended by the AB 419 revision committee.	3. Accomplished. A Deputy District Attorney participates in the California District Attorneys' Association (CDAA) conference committee meetings on revision of the Welfare and Institutions Code.
4. To continue to upgrade attorney trial skills by participating in Juvenile Justice training seminars.	4. Done. Two Deputy District Attorneys attended CDAA sponsored Juvenile Justice training seminars during the 1986-87 fiscal year.
5. To establish internal training program for new attorneys assigned to Juvenile Division.	5. Established. The Supervising Deputy District Attorney regularly observes the courtroom performance of the attorney in training, provides extensive feedback, and answers questions.

1987-88 OBJECTIVES

1. To begin the transition to the CJIS computerized case management system.
2. To develop a program to identify and track serious habitual offenders.
3. To place a special emphasis on the prosecution of juvenile gang members who engage in acts of gang violence and to regularly share gang intelligence with law enforcement and the District Attorney's Criminal Division gang violence prosecutor.
4. To continue to support Student Attendance Review Board hearings and to conduct citation hearings to enforce SARB directives to truants.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20203 VICTIM/WITNESS PROGRAM
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 125,257	$ 131,199	$ 181,840	$ 181,840	$ 50,641
• Svcs/Supplies	14,290	14,639	19,896	19,896	5,257
• Fixed Assets	0	11,500	0	0	(11,500)
• Vehicle Acq.	0	8,500	0	0	(8,500
TOTAL APPROP	$ 139,547	$ 165,838	$ 201,736	$ 201,736	$ 35,898
Earned Revenue By Source					
• Aid-Other Govt	$ 107,336	$ 138,034	$ 195,327	$ 195,327	$ 57,293
TOTAL REVENUE	$ 107,336	$ 138,034	$ 195,327	$ 195,327	$ 57,293
NET COUNTY COST					
• Discretionary	$ 32,211	$ 27,804	$ 6,409	$ 6,409	$(21,395)
TEMPORARY (FTE)*	6	6	7	7	1

*Full-time equivalent

MANDATE

The Victim/Witness Assistance Program is optional. Level of service is discretionary.

PURPOSE

Provides support services to victims and witnesses of crimes; responds to crime scenes with mobile unit to provide on-call crisis intervention and emergency services to victims; provides victims with information and referrals to other service agencies; provides victims and witnesses with court support services including emergency transportation, courtroom escorts, information on case status and disposition, and general orientation to the criminal justice system; assists victims with claims for assistance from California Restitution Fund.

WORKLOAD DATA

	---------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Case disposition and status	12,944	24,440	29,826	28,882	25,000
On-call system for victims/ witnesses	3,150	9,746	16,937	15,091	24,000
Courthouse information booth	55,296	47,501	58,877	61,104	50,000
On-site crisis intervention	52	304	942	2,847	2,500
Court support and assistance	25,620	31,200	33,272	33,769	34,000
Victim of Violent Crime Claims total (restitution fund) to victims	$112,405	$287,885	$375,745	$700,634	$400,000

BUDGET UNIT: 20203 VICTIM/WITNESS PROGRAM
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$50,641 increase ($131,199 to $181,840)

- $8,877 - Normal salary adjustments.
- $28,184 - Addition for full-year funding of two new staff positions.
- $13,580 - Cost of standby pay for 24-hour Mobile Crisis Unit response.

SERVICES & SUPPLIES

$5,257 increase ($14,639 to $19,896)

- $1,132 - Increase in travel budget to send new employees to training workshops.
- $2,476 - Increase in Emergency Fund to help in expanded service area.
- $435 - Increase in volunteer expense reimbursements.
- ($690) - Decrease in printing and supplies budget.
- $1,033 - Increase to cover expenses for second Mobile Unit vehicle.
- $500 - Increase to cover charges for portable car telephone.
- $840 - Increase for new Workers' Compensation Insurance charge.
- $97 - Increase in Casualty Insurance charge.

REVENUES

$57,293 increase ($138,034 to $195,327)

- $57,293 - Increase is a result of Augmentation Grant received from OCJP in March 1987.

NET COUNTY COST

$21,395 decrease ($27,804 to $6,409)

- ($22,332) - Supplemental funding for one position eliminated as subpoena management function transferred to District Attorney clerical staff.
- $945 - Increase supplemental funding to cover new Workers' Compensation and Casualty Insurance costs.
- $5,465 - Continued supplemental funding of Motor Pool expenses for Mobile Unit #1.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Base State grant funding for the Victim/Witness Program in 1987-88 remains at $112,807. No cost-of-living increase has been included in the Governor's proposed budget. However, in March 1987, the State Office of Criminal Justice Planning provided a Special Augmentation Grant of $113,333, for the period March 1, 1987 to June 30, 1988, to enable the Victim/Witness Program to expand its Mobile Crisis Unit services Countywide. The Augmentation Grant included a one-time only allocation of $20,000 for purchase of an automobile, car radios, and office furniture. OCJP has indicated that future annual State funding for Victim/Witness will include a base grant of $112,807, an augmentation grant of $70,000, plus any cost-of-living adjustment enacted by the Legislature.

In 1987-88 the Victim/Witness Program will add two new staff positions using augmentation grant funding. One person will operate out of the District Attorney's planned South County satellite office in Manteca. Another will operate out of the District Attorney's satellite office in Lodi. Efforts will be made to recruit volunteers from the local communities to assist the satellite office staff.

Demand for program services is continuing to expand rapidly in the area of domestic violence, particularly in requests for assistance in obtaining restraining orders. The Victim/Witness Program will continue to work closely with police agencies and community groups to educate the public regarding the recent changes in State law concerning domestic violence.

BUDGET UNIT: 20203 VICTIM/WITNESS PROGRAM
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

PROGRAM DISCUSSION OF 1987-88 BUDGET

In Fiscal Year 1987-88, the Victim/Witness Program will be returning responsibility for subpoena management and witness coordination to the District Attorney's clerical staff. This core function of the District Attorney's Office is no longer a mandated service funded by the Victim/Witness grant. For the past two fiscal years, the County has provided supplemental General Fund appropriations to fund one Victim/Witness staff position. With the transfer of the subpoena management function, this one General Fund position will be transferred to the regular District Attorney budget. Continued supplemental County funding of $6,409 is recommended to cover the projected Motor Pool expense for Mobile Unit #1 and the cost of Workers' Compensation and Casualty Insurance coverage for the Program. Funding to purchase and operate a second Mobile Unit has been provided in the Augmentation Grant.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide comprehensive services to victims of domestic violence in cooperation with the efforts of the District Attorney's Office and law enforcement agencies mandated by Penal Code Section 13701.	1. Provided comprehensive services to 2,577 domestic violence victims during the 1986-87 program year. These services included assistance with obtaining temporary restraining orders, transportation, housing, and crisis intervention court support.
2. To provide on-going training on domestic violence to all law enforcement agencies as mandated by Penal Code Section 13519.	2. Provided 54 law enforcement training sessions to agencies throughout San Joaquin County.
3. To respond to over 1,000 victim service calls, including crisis intervention services to victims of child abuse, sexual assault or domestic violence; emergency services including food, housing, or transportation for victims or witnesses, and death notifications.	3. Provided 2,847 victims with on-site services.
4. To assist over 200 victims from San Joaquin County with the filing and processing of their claims to the California Restitution Fund.	4. Provided 294 victims in San Joaquin County with assistance in filing and processing their claims to the California Restitution Fund.
5. To provide court-related services to over 22,000 victims and witnesses including general information and directions for court appearances, transportation to court, emotional support, and updates on case status and disposition.	5. Provided court-related services to 33,769 victims.

1987-88 OBJECTIVES

1. To expand the service area of the Mobile Crisis Unit Countywide providing on-site crime scene response in cooperation with all eight local law enforcement agencies.
2. To develop and implement victim clinics to assist and increase the number of temporary restraining orders to domestic violence victims.

1987-88 OBJECTIVES

3. To develop and implement victim clinics to assist victims with filing and applying for Victim of Violent Crime Claims.

4. To write and distribute a brochure to instruct elderly citizens on crime prevention and conduct crime prevention workshops with community groups.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20204 GANG VIOLENCE PROJECT
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 32,384	$ 41,880	$ 41,639	$ 41,639	$ (241)
• Svcs/Supplies	3,022	530	1,193	1,193	663
TOTAL APPROP	$ 35,406	$ 42,410	$ 42,832	$ 42,832	$ 422
Earned Revenue By Source					
• Aid-Other Govt	$ 19,118	$ 33,926	$ 25,699	$ 25,699	$ (8,227)
TOTAL REVENUE	$ 19,118	$ 33,926	$ 25,699	$ 25,699	$ (8,227)
NET COUNTY COST					
• Required Match	$ 16,288	$ 8,484	$ 17,133	$ 17,133	$ 8,649
ALLOCATED POSITIONS	0.6	0.6	0.6	0.6	0.0
TEMPORARY (FTE)*	0.4	0.1	0.0	0.0	(0.1)
TOTAL STAFFING	1.0	0.7	0.6	0.6	(0.1)

*Full-time equivalent

MANDATE

The Gang Violence Suppression Program is optional. Level of service is discretionary.

PURPOSE

Encourages vertical prosecution of gang members; coordinates with law enforcement to identify gang members; assists in investigation of gang crimes and protects witnesses; provides clerical support to Gang Violence Task Force.

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Cases Prosecuted	16	36	30	30	35

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$241 decrease ($41,880 to $41,639)

- ($241) - Grant will fund sixty-four percent (64%) of the salary and benefit expense of one Deputy District Attorney IV.

SERVICES & SUPPLIES
$663 increase ($530 to $1,193)

- $428 - One percent set aside for grant audit expense.
- $219 - New Workers' Compensation Insurance expense.

BUDGET UNIT: 20204 GANG VIOLENCE PROJECT
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES

$8,227 decrease ($33,926 to $25,699)

- ($8,227) - County cash match requirement increased from 20% to 40%.

NET COUNTY COST

$8,649 increase ($8,484 to $17,133)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1987-88 the California Office of Criminal Justice Planning will be expanding its Gang Violence Suppression Program to include more prosecutor's offices, law enforcement agencies, and community based organizations. As a result the grant award process will become more competitive this year. The County cash match requirement has been increased from twenty percent (20%) in 1986-87 to forty percent (40%) in 1987-88. The total grant amount including the County match has been increased by only one percent (1%). As in the past, the staff resources required for an effective gang violence prosecution unit exceed the amount of State grant subsidy. Although the grant funds are only sixty-four percent (64%) of the salary and benefit expense of one Deputy District Attorney IV, the District Attorney will assign this person to the project full time. In addition, the District Attorney has designated one of the four deputies assigned to the Juvenile Division to handle juvenile gang cases in close coordination with the grant-funded gang violence prosecutor.

In 1987-88 the District Attorney's Office will continue its efforts to revitalize the local Inter-Agency Task Force on Gang Violence. One local community organization participating in the Task Force (the Council for the Spanish Speaking) recently obtained OCJP grant funds to run a gang violence prevention program. Other community organizations and law enforcement agencies will be encouraged to coordinate their responses to combat the recent increase in gang-related criminal activity.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete and maintain gang intelligence data base.	1. Established data base which will be expanded over the next fiscal year.
2. To reconstitute and revitalize Gang Violence Task Force.	2. Held Gang Violence Task Force meetings eight times over the past year with increasing attendance and participation.
3. To improve conviction rate on gang-related prosecutions.	3. Obtained a conviction rate of 73% on gang-related prosecutions.

1987-88 OBJECTIVES

1. To improve information sharing and achieve greater coordination between the Juvenile Division and the Criminal Division in regards to gang-related prosecutions.
2. To make special efforts to improve communications with the Indo-Chinese community in regards to law enforcement and the prosecution of gang-related crime.
3. To improve the conviction rate on gang-related prosecutions.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20205 VICTIM ASSISTANCE CENTER
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 20,950	$ 31,056	$ 31,056	$ 10,106
• Svcs/Supplies	0	11,270	5,401	5,401	(5,869)
• Fixed Assets	0	4,280	0	0	(4,280)
TOTAL APPROP	$ 0	$ 36,500	$ 36,457	$ 36,457	$ (43)
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 36,500	$ 36,457	$ 36,457	$ (43)
TOTAL REVENUE	$ 0	$ 36,500	$ 36,457	$ 36,457	$ (43)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	0.0	1.0	1.5	1.5	0.5

*Full-time equivalent

MANDATE

This program is not mandated. This program was established through a Joint Powers Agreement with the State Board of Control in July 1986. Level of service is discretionary, but must meet contractually established performance goals for quantity, quality, and timeliness of service.

PURPOSE

The purpose of this program is to provide claims verification services for the Victims of Crime Program. The Victim Assistance Center helps victims file claims with the Victims of Crime Program and then provides expedited local verification of claims to speed the issuance of payments to victims.

WORKLOAD DATA

	Est./ Act. 86-87	Proj. 87-88
Claims Processed	240	350

SUMMARY OF MAJOR BUDGET CHANGES

The followimg are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$10,106 increase ($20,950 to $31,056)
- $9,266 - Cost of additional half-time extra-help Claims Specialist.
- $1,488 - Normal salary adjustments.
- ($648) - Eliminated appropriation for overtime.

SERVICES AND SUPPLIES
$5,869 decrease ($11,270 to $5,401)
- ($4,684) - Decrease in appropriation for D.A. administrative overhead.
- ($250) - Decrease in appropriation for office supplies.
- ($375) - Decrease in estimated motor pool expense.
- ($200) - Decrease in advertising budget.

BUDGET UNIT: 20205 VICTIM ASSISTANCE CENTER
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

FIXED ASSETS

$4,280 decrease ($4,280 to zero)

- ($4,280) - Furnishings and office equipment needed to start program were bought in Fiscal Year 1986-87.

REVENUES

$43 decrease ($36,500 to $36,457)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The District Attorney Victim Assistance Center began full operation in September of 1986. With a staff of one full-time Claims Specialist, the program has processed 140 claims through April 15, 1987. The Victim Assistance Center will exceed its first year goal of processing 200 claims by June 30, 1987. The San Joaquin County Victim Assistance Center is operating so well, in comparison with similar programs established in 14 other counties, that it is now used as the model program for training purposes.

In 1987-88, the Victim Assistance Center will be required to meet a performance goal of processing at least 300 cases. In order to meet this goal, without a reduction in the quality and timeliness of claims processing paperwork, the District Attorney plans to add an additional half-time Claims Specialist. The funds for this additional staff person are available within the program budget at no net cost to the County.

Demand for program services is expected to rise in 1987-88 as the District Attorney's Victim/Witness Program expands its service area Countywide and publicizes the Victims of Crime program.

There is no Net County Cost for this budget. All allowable expenses for operating the program are reimbursed by the State up to an annual budget limit of $36,500.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To recruit and train a Claims Specialist to begin program operations.	1. Accomplished.
2. To develop policies and procedures for operating the Victim Assistance Center in coordination with the District Attorney's ongoing Victim/Witness Program.	2. Accomplished.
3. To process at least 200 claims for assistance from the Victims of Crime program by June 30, 1987.	3. Processed 240 claims for assistance by June 30, 1987.

1987-88 OBJECTIVES

1. To increase public awareness of the service provided by the Victim Assistance Center through an active advertising campaign and free public service announcements.

2. To recruit and train another half-time Claims Specialist to assist in the processing and verification of claims.

3. To process and verify a minimum of 300 claims during the fiscal year.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20206 CHILD ABUSE VERTICAL PROSECUTION GRANT
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 38,289	$ 86,109	$ 86,109	$ 47,820
• Svcs/Supplies	0	2,474	5,588	5,588	3,114
TOTAL APPROP	$ 0	$ 40,763	$ 91,697	$ 91,697	$ 50,934
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 40,763	$ 91,697	$ 91,697	$ 50,934
TOTAL REVENUE	$ 0	$ 40,763	$ 91,697	$ 91,697	$ 50,934
NET COUNTY COST					
• Required Match	$ 0	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	0.0	3.0	3.0	3.0	0.0

*Full-time equivalent

MANDATE

This program is not mandated. Level of service is discretionary, but must comply with State grant requirements.

PURPOSE

This is a one-year, non-renewable State demonstration grant to provide enhanced vertical prosecution of child sexual abusers. The goals of this program include:

1. Reducing the trauma of child victims and their families during all trial stages including investigation, preparation of witnesses, preliminary hearings, and trial proceedings and sentencing.
2. Resisting pretrial release of defendants charged with child sexual abuse.
3. Reducing the amount of time required to prosecute a child sexual abuse case.
4. Reducing the caseloads of prosecutors and investigators below the Department average, so that they can do more in-depth preparation for each child sexual abuse case.
5. Securing the most severe sentence authorized by law when a person is convicted in a child sexual abuse case.

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Est./Act. 86-87	Proj. 87-88
Felony Child Abuse Cases Prosecuted	113	146	204	200	200

BUDGET UNIT:	**20206 CHILD ABUSE VERTICAL PROSECUTION GRANT**
DEPARTMENT:	**DISTRICT ATTORNEY**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN D. PHILLIPS**

SUMMARY OF MAJOR BUDGET CHANGES

The Child Abuse Vertical Prosecution Grant is funded for one year only for the period March 1, 1987 to February 29, 1988. The following is a summary of major expenditures by category to be spent on the grant during the 1987-88 fiscal year.

SALARIES & EMPLOYEE BENEFITS

$47,820 increase ($38,289 to $86,109)

- $32,758 – Deputy District Attorney IV from July 1, 1987 to February 29, 1988.
- $24,752 – District Attorney Investigator II from July 1, 1987 to February 29, 1988.

SERVICES & SUPPLIES

$3,114 increase ($2,474 to $5,588)

- $190 – Training and conference expenses.
- $2,924 – Consultant Services including expert witnesses.

REVENUES

$50,934 increase ($40,763 to $91,697)

- $50,934 – Balance of one-year demonstration grant funds is $91,697.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The San Joaquin County District Attorney's Office created a special Child Abuse and Sexual Assault (CASA) Unit staffed with four experienced Deputy District Attorneys in 1983. The CASA Unit has been committed to the vigorous prosecution of child sexual abuse and efforts to reduce the trauma of court appearances on the victims and their families.

It is a widely accepted doctrine among prosecutors and social services workers that this type of case should be vertically prosecuted; that is, the same prosecutor should handle the case from the first interview to the conclusion of the case. Vertical prosecution, however, is usually more expensive than other case management methods. In order to avoid schedule conflicts, vertical prosecution requires lower caseloads. Although the CASA Unit has generally been effective, the sheer volume of cases being handled has historically prevented the Unit from achieving the goal of true vertical prosecution. Since its inception, the average caseload of attorneys assigned to the CASA Unit has been equal to or greater than the average caseload of other felony prosecutors in the Office.

In November 1985, the District Attorney requested two additional attorneys, a prosecutor's assistant and a Legal Typist for the CASA Unit as part of the District Attorney Trial Staffing Review. In March 1986, the Board of Supervisors approved a portion of this request, allocating one additional attorney and a prosecutor's assistant for the CASA Unit. Action on the remainder of the CASA staffing request was deferred in light of an opportunity to apply for a State demonstration grant from the Office of Criminal Justice Planning (OCJP) to fund the additional positions.

In February 1987, OCJP approved a one-year, non-renewable, grant in the amount of $132,460, funding a Deputy District Attorney IV, a Legal Typist, and an Investigator position for the period March 1, 1987 through February 29, 1988. The grant enables the District Attorney to implement true vertical prosecution of all child sexual abuse cases, including those cases originating in the outlying municipal courts in Tracy, Manteca, and Lodi.

The Board of Supervisors has not committed to continuing the Child Abuse Vertical Prosecution Grant when State grant funding expires. The County Administrator and District Attorney have agreed to evaluate the program's effectiveness in January 1988 and make recommendations to the Board. It is possible that the program may be continued without additional funding if existing staff resources in the District Attorney's Office can be reassigned to accommodate this priority.

BUDGET UNIT: **20206 DA-CHILD ABUSE VERTICAL PROSECUTION GRANT**
DEPARTMENT: **DISTRICT ATTORNEY**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **JOHN D. PHILLIPS**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To assign a sixth attorney to the CASA Unit.	1. Accomplished.
2. To assign a Legal Typist to the CASA Unit to maintain a separate case calendar; type complaints, subpoenas, warrants, and gather unit performance statistics.	2. Assigned an experienced Legal Typist to CASA and set up an effective records management system and calendar for this unit to schedule court appearances throughout the County.
3. To hire an experienced investigator to assist the CASA Unit.	3. Not accomplished.
4. To assign all new child sexual abuse cases to the CASA unit at the time of complaint including those cases originating in the outlying Municipal Courts.	4. Made every effort to assign all new child sexual abuse cases to the CASA Unit at the time of complaint.

1987-88 OBJECTIVES

1. To utilize vertical prosecution in at least 75% of the child sexual abuse caseload.
2. To reduce the amount of time required to prosecute a child sexual abuse case.
3. To demonstrate that all prosecutorial efforts have been made to resist the pretrial release of charged defendants meeting the Child Abuse Vertical Prosecution Program criteria.
4. To demonstrate that all efforts have been made to secure the most severe sentence authorized by law whena person is convicted in a child sexual abuse case.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNIT:	**203 FAMILY SUPPORT DIVISION**
DEPARTMENT:	**DISTRICT ATTORNEY**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN D. PHILLIPS**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,269,628	$ 1,465,898	$ 1,640,935	$ 1,640,935	$175,037
• Svcs/Supplies	674,659	973,858	836,098	836,098	(137,760)
• Fixed Assets	7,323	5,950	5,120	5,120	(830)
Total Expend	$ 1,951,610	$ 2,445,706	$ 2,482,153	$ 2,482,153	$ 36,447
• Intrafund Trans	0	(35,000)	(36,750)	(36,750)	(1,750)
TOTAL APPROP	$ 1,951,610	$ 2,410,706	$ 2,445,403	$ 2,445,403	$ 34,697
Earned Revenue By Source					
• Aid-Other Govt	$ 2,117,315	$ 2,411,348	$ 2,445,403	$ 2,445,403	$ 34,055
• Charges for Svcs	82,285	87,000	101,000	101,000	14,000
TOTAL REVENUE	$ 2,199,600	$ 2,498,348	$ 2,546,403	$ 2,546,403	$ 48,055
NET COUNTY COST					
• Mandated	$ (247,990)	$ (87,642)	$ (101,000)	$ (101,000)	$(13,358)
ALLOCATED POSITIONS	49.0	49.0	52.0	52.0	3.0
TEMPORARY (FTE)*	3.7	3.7	8.6	8.6	4.9
TOTAL STAFFING	52.7	52.7	60.6	60.6	7.9

*Full-time equivalent

MANDATE

Functions performed by the Family Support Division are mandated by Welfare and Institutions Code Section 1475.1 et seq. Level of service is dependent upon court actions.

PURPOSE

Collects, disburses and accounts for child support payments; legally establishes paternity; establishes and enforces support orders; collects reimbursements of County funds expended for support of juveniles in out-of-home placement.

WORKLOAD DATA

	---------Actual---------			Est./ Act.	Proj.
Total Active Caseload (End of Year)	83-84	84-85	85-86	86-87	87-88
Welfare	11,546	12,902	16,062	19,112	22,652
Non-Welfare	2,842	3,001	3,393	3,515	3,794
Inter-Jurisdictional Cases	473	653	773	1,208	1,438
Total	14,861	16,556	20,228	23,835	27,884

BUDGET UNIT: 203 FAMILY SUPPORT DIVISION
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

WORKLOAD DATA

	------------Actual-----------			Est./ Act.	Proj.
New Cases Opened	83-84	84-85	85-86	86-87	87-88
Welfare	7,462	7,171	7,791	4,064	6,758
Non-Welfare	1,444	1,655	384	387	967
Total	8,906	8,826	8,175	4,451	7,725
Paternity Cases Opened					
Welfare	750	912	932	1,016	1,094
Non-Welfare	0	35	35	181	62
Total	750	947	967	1,197	1,156
Paternity Established					
Welfare	355	673	549	398	493
Non-Welfare	88	65	17	57	57
Total	443	738	566	455	550
Support Cases Opened					
Welfare	1,898	2,116	1,857	1,831	1,926
Non-Welfare	37	44	338	353	355
Total	1,935	2,160	2,195	2,184	2,281
Support Orders Established					
Welfare	815	1,177	1,170	528	923
Non-Welfare	52	94	120	197	116
Total	867	1,271	1,290	725	1,039
COLLECTIONS					
Enforcement Actions					
Welfare	1,237	1,422	1,478	1,112	1,247
Non-Welfare	184	304	437	439	440
Total	1,421	1,726	1,915	1,551	1,687
Collections of Support (all sources)					
Welfare	$4,289,861	$4,385,053	$5,422,028	$5,411,388	$5,681,957
Non-Welfare	2,531,097	3,047,431	3,502,599	3,600,133	3,780,139
Total	$6,820,958	$7,432,484	$8,924,627	$9,011,521	$9,462,096
Tax Intercept					
Federal	$ 936,539	$ 762,406	$ 494,540	$1,363,692	$ 890,000
State	215,056	308,671	522,790	77,385	280,000
Total	$1,151,595	$1,071,077	$1,017,330	$1,441,077	$1,170,000

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 203 FAMILY SUPPORT DIVISION
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

$175,037 increase ($1,465,898 to $1,640,935)

- $26,080 - Add a Systems and Procedures Analyst to staff to provide necessary expertise in this area.
- $45,490 - Convert one contract Paralegal position to permanent and allocate another permanent Paralegal.
- $60,000 - Hire additional extra-help clerical to assist in converting to new computer system.
- $43,407 - Normal salary adjustments.

SERVICES & SUPPLIES

$137,760 decrease ($973,858 to $836,098)

- $7,950 - Increase in General Office Expense to cover additional cost of printing stationary and supporting additional office personnel.
- $5,000 - Increased Postage to allow for announced increase in first class postage rates.
- ($2,963) - Decreased Communications charges.
- ($2,244) - Decreased Equipment Maintenance charges.
- $1,500 - Increase in Transportation and Travel to compensate for additional costs of Annual Training Conference.
- ($82,362) - Decreased Data Processing Direct Charges due to decreased systems analysis and programming effort.
- ($80,756) - Reduced overhead of County Clerk's Office and reduction in Family Support court filings resulting in lower claims for reimbursement by County Clerk.
- $1,000 - Increased advertising costs for Public Relations to stimulate public interest in program.
- $2,479 - Increased utility cost based on actual experience after occupying present facilities for over one year.

FIXED ASSETS

$830 decrease ($5,950 to $5,120)

- $2,910 - Office furniture for Systems and Procedures Analyst and Paralegal position.

REVENUES

$48,055 increase ($2,498,348 to $2,546,403)

- $60,641 - Increased State incentive funding based on projected AFDC collections.
- $47,800 - Increased Federal incentive funding based on projected AFDC and non-AFDC collections.
- $152,848 - Increased funding from Federal Family Support Administration Trust.
- $14,000 - Increased service charge revenue from court-ordered support.
- ($212,924) - Excess revenues placed in Child Support Trust Fund.

NET COUNTY COST

$13,358 decrease ($87,642 to $101,000)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Most of the recommendations that were made by the Family Support Task Force and adopted by the Board of Supervisors on April 1, 1986, have been implemented by the Family Support Division. A Family Support Administrator was hired in July 1986, and the two Family Support Officer III positions were established and filled from in-house resources.

The Division has adjusted to their new facilities, and the staff has been reorganized to operate more efficiently. The Family Support Officers have been formed into two teams with supporting clerical personnel.

Memory typewriters that were used to support the legal branch have been replaced by word processors. This equipment has greatly improved the operation and efficiency of this branch.

BUDGET UNIT: 203 FAMILY SUPPORT DIVISION
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

PROGRAM DISCUSSION OF 1987-88 BUDGET

The development of an integrated on-line fiscal and case management system, with an estimated development cost of $200,000, has been delayed due to consideration of other alternatives. After an extensive re-evaluation of a commercially available child support enforcement system, a decision was made to pursue this system rather than develop a system in-house. Federal regulations require that local agencies receive State and/or Federal approval prior to initiating any action to upgrade computer systems. An Advanced Planning Document (ADP) has been prepared and submitted to the State Department of Social Services (SDSS). Approval is expected within 60-90 days with contract approval shortly thereafter. The implementation of this system will be a major effort in 1987-88. An additional extra-help appropriation of $60,060 has been recommended to hire part-time clerical to assist in the entry of data during this conversion.

In August 1986, SDSS performed an audit of the Division. One of the major findings was the lack of comprehensive written procedures for all division operations. The Federal requirement for written procedures, together with the impending implementation of a new computer system, is the basis for recommending the hiring of a Systems and Procedures Analyst. This position will be responsible for coordinating the implementation of the system and preparing detailed procedures for all division operations.

During 1986-87, Family Support hired an extra-help paralegal to assist its attorneys in reducing the time to process actions through the legal branch. It is recommended that this position be made permanent and that the legal branch be further strengthened by allocating a second Paralegal position. The allocation of these positions will allow the Division to update old support orders and expand their legal prosecution efforts. These efforts will grow in importance since tax reform is expected to reduce the effectiveness of the tax intercept program significantly.

A primary factor in the reduced recommended appropriation for the Services and Supplies object is the $80,756 reduction in costs charged to Family Support by General Fund departments. This reduction has occurred primarily in the Office of the County Clerk and is caused by two factors:

1. The legally chargeable overhead of the County Clerk has been significantly lowered due to the separation of Superior Court functions.

2. Family Support Division actions filed with the County Clerk have declined by approximately 50% from prior years.

As a result, the County Clerk's claimable charges against Family Support have been reduced from their former level of approximately $215,000 to the current level of $50,000. It is recommended that the Family Support Division work closely with the Office of the County Clerk and other County departments to maximize claiming of reimbursable costs.

The Family Support Division has historically operated with a negative Net County Cost. This trend will continue in Fiscal Year 1987-88. Total revenue is estimated to exceed Fiscal Year 1987-88 expenditures by $313,924. In accordance with Welfare and Institutions Code Section 15200.1, $212,924 of this revenue will be deposited in the Child Support Trust Fund to be used for enforcement activities. The remaining $101,000 constitutes a negative Net County Cost for the General Fund.

Although the Gramm-Rudman-Hollings Deficit Reduction Act is still in effect, the Federal government has reinstated the full 70% administrative reimbursement. However, the County has not received any guidance for Federal Fiscal Year 1988. Nevertheless, the California State Legislature took action in 1986 to insure 70% administrative reimbursement in case the Federal government reduces their participation level.

BUDGET UNIT: 203 FAMILY SUPPORT DIVISION
DEPARTMENT: DISTRICT ATTORNEY
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN D. PHILLIPS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To replace fiscal and case management system with an integrated on-line system.	1. Delayed due to re-evaluation of a commercially available system and guidance from State and Federal agencies.
2. To implement all recommendations of Task Force.	2. Completed most recommendations; however, some have been delayed due to change in automation efforts.
3. To increase both welfare and non-welfare collections by 10%.	3. Increased collections in 1986-87 by only 1.6% due to higher actual collections in 1985-86.
4. To initiate a more aggressive collections policy by increasing enforcement actions such as criminal prosecution, writs of execution, civil contempts, stipulations, and wage assignments by 14%.	4. Increased criminal actions in 1986-87 with 50 warrants filed through March 1987. All other actions have or will meet projections by end of Fiscal Year 1986-87.

1987-88 OBJECTIVES

1. To implement the Child Support Enforcement System.
2. To complete implementation of Task Force recommendations.
3. To take corrective action on findings of the March 1987 SDSS Child Support Program Review.
4. To increase both welfare and non-welfare collections by 5%.
5. To develop a public relations program so that County residents are better informed about FSD functions and services.
6. To continue an aggressive collections policy by using all the actions provided by State and Federal regulations. These include automatic liens and wage assignments and various intercept programs.
7. To develop a management information system to track the overall performance of the Division and individual productivity.

CONCURRENCE

Mr. John D. Phillips, District Attorney, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: **ALL PUBLIC DEFENDER**
RESPONSIBLE MANAGER: **ROBERT CHARGIN**

Summary

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 2,574,058	$ 3,083,325	$ 3,577,212	$ 3,382,079	$298,754
• Svcs/Supplies	223,160	296,683	306,450	297,006	323
• Fixed Assets	3,300	11,440	30,903	11,293	(147)
Total Expend	$ 2,800,518	$ 3,391,448	$ 3,914,565	$ 3,690,378	$298,930
• Intrafund Trans	(11,425)	(21,442)	(22,396)	(22,396)	(954)
TOTAL APPROP	$ 2,789,093	$ 3,370,006	$ 3,892,169	$ 3,667,982	$297,976
Earned Revenue By Source					
• Aid-Other Govt	$ 286,785	$ 450,130	$ 413,479	$ 413,479	$(36,651)
• Charges for Svcs	32,370	26,740	85,213	85,213	58,473
TOTAL REVENUE	$ 319,155	$ 476,870	$ 498,692	$ 498,692	$ 21,822
NET COUNTY COST					
• Mandated	$ 2,469,938	$ 2,893,136	$ 3,393,477	$ 3,169,290	$276,154
ALLOCATED POSITIONS	52.0	63.0	67.0	65.0	2.0
TEMPORARY (FTE)*	7.7	5.5	7.2	6.0	0.5
TOTAL STAFFING	59.7	68.5	74.2	71.0	2.5

*Full-time equivalent

SUMMARY

This presentation is a summary of the three budget units administered by the Public Defender. These include: 204 Public Defender; 20401 Vertical Defense of Indigents; and 20402 Juvenile Subvention Program.

PROGRAM HIGHLIGHTS

The following are major changes recommended for Public Defender operations in 1987-88:

- Six-month funding for two Deputy Public Defender I's to support the proposed Superior Court judgeships - $34,968.
- Appropriation of $42,075 to provide funding of previously unfunded Deputy Public Defender II, allocated last fiscal year to cover M-R-E-T Commissioner.
- Approval of half-time extra-help clerical position in fully State-subvented Juvenile Division.

BUDGET UNIT: 204 PUBLIC DEFENDER
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 2,314,686	$ 2,690,177	$ 3,208,449	$ 3,013,316	$323,139
• Svcs/Supplies	195,747	249,305	269,034	259,590	10,285
• Fixed Assets	3,300	9,050	30,603	10,993	1,943
Total Expend	$ 2,513,733	$ 2,948,532	$ 3,508,086	$ 3,283,899	$335,367
• Intrafund Trans	(11,425)	(21,442)	(22,396)	(22,396)	(954)
TOTAL APPROP	$ 2,502,308	$ 2,927,090	$ 3,485,690	$ 3,261,503	$334,413
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 7,220	$ 7,000	$ 7,000	$ (220)
• Charges for Svcs	32,370	26,740	85,213	85,213	58,473
TOTAL REVENUE	$ 32,370	$ 33,960	$ 92,213	$ 92,213	$ 58,253
NET COUNTY COST					
• Mandated	$ 2,469,938	$ 2,893,130	$ 3,393,477	$ 3,169,290	$276,160
ALLOCATED POSITIONS	52.0	58.0	62.0	60.0	2.0
TEMPORARY (FTE)*	7.7	5.5	6.7	5.5	0.0
TOTAL STAFFING	59.7	63.5	68.7	65.5	2.0

*Full-time equivalent

MANDATE

Penal Code Section 987 provides that a defendant shall be assigned defense counsel in capital and non-capital cases if he cannot afford to employ counsel. Further, the duties of the Public Defender are mandated by Section 27706 of the Government Code. A minimum level of defense services is constitutionally mandated.

PURPOSE

Represents indigent clients in adult or juvenile criminal proceedings, in mental health hearings, and in selected civil matters.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Misdemeanor	8,179	8,871	9,210	8,785	9,085
Felony	1,853	2,221	2,671	2,657	3,162
DVI	73	98	69	88	92
Juvenile	2,860	2,775	2,654	2,653	2,400
State Hospital	687	756	856	876	920
Expunge/Pardon	112	81	92	89	92
Civil, Appeals, Misc.	137	121	133	142	151
Habeas Corpus	528	628	600	708	835
Superior Court Only	266	347	443	435	457
Special Proceed	635	911	883	775	814
Writs & Motions	1,096	1,136	1,064	880	1,000
Guard & Ward	26	35	29	21	25
Totals	16,452	17,980	18,704	18,109	19,033

BUDGET UNIT: 204 PUBLIC DEFENDER
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$323,139 increase ($2,690,177 to $3,013,316)

- $34,968 - Six-month funding for two Deputy Public Defender I's to support proposed Superior Court judgeships.
- $42,075 - Funding of unfunded Deputy Public Defender II allocated last fiscal year to cover M-R-E-T Commissioner.
- $245,092 - Normal salary adjustments.

SERVICES & SUPPLIES
$10,285 increase ($249,305 to $259,590)

- $6,402 - Increased Communications charges.
- ($5,504) - Decreased maintenance-equipment charges.
- $24,000 - Increased number, complexity, and cost of forensic and analytic tests necessary to defend serious felonies, recommendation based on current expenditures.
- ($5,833) - Decrease in Data Processing Direct Charges.
- ($16,249) - Decrease in Data Processing equipment purchases.
- $2,022 - Workers' Compensation Insurance, not budgeted in prior fiscal years.

FIXED ASSETS
$1,943 increase ($9,050 to $10,993)

- $683 - Purchase of five-drawer lateral file cabinet.
- $310 - Purchase of mobile data frame for storing computer-generated documents.
- $10,000 - Purchase of dictation equipment.

INTRAFUND TRANSFERS
$954 increase ($21,442 to $22,396)

- $954 - Normal salary adjustments for staff assigned to AB90 Subvention budget unit.

REVENUES
$58,253 increase ($33,960 to $92,213)

- $61,173 - Reimbursement from the State for certain services has been transferred from the County Clerk's budget unit to this budget unit.

NET COUNTY COST
$276,160 increase ($2,893,130 to $3,169,290)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Public Defender's Office has initiated promising programs and systems improvements in the 1986-87 fiscal year. The Vertical Defense of Indigents Program has provided vertical representation for a certain group of clients, and served as a model of effective vertical representation. This program has been funded through a state grant. The Interim Criminal Justice Case Management system has been implemented and is in the process of being revised to operate more efficiently and better meet the needs of the Public Defender's Office.

The Public Defender continues to provide strong, effective representation for indigent clients, although a number of factors have stretched the capacities of this office. Felony deputies have been burdened by the severity of the charges and the proliferation of homicide and death penalty filings. There has been a significant increase in Superior Court filings, and felony staff exceeds the NAC limits on caseload handled per attorney per year. The addition of two new Superior Court Departments is also expected in 1987-88. The County Administrator recommends that six-months funding, $34,968, for two Deputy Public Defenders to staff these courts be provided.

BUDGET UNIT: 204 PUBLIC DEFENDER
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

PROGRAM DISCUSSION OF 1987-88 BUDGET

An appropriation of $42,075 is recommended to fund salary and benefits for the Deputy Public Defender covering the M-R-E-T Commissioner's courts. This position had previously been allocated, but no funding had been appropriated. The remaining $245,092 increase in the Salaries and Employee Benefits object, results from normal salary adjustments.

The major increase in the Services and Supplies object is the rise in funds needed for special services. The increased number, complexity, and cost of forensic and analytic tests necessary to defend clients charged with serious felonies has increased the amount required to fund this account. Based on the current fiscal year's level of expenditures, an increase of $24,000, from $15,200 to $39,200 is recommended for Professional and Specialized Services. All other recommended appropriations reflect maintenance of existing service levels.

A total of $10,993 is recommended for the purchase of Fixed Assets. Ten thousand dollars of this is to outfit the Public Defender's Office with dictation equipment. Presently, no dictation equipment exists in the Office. All briefs and correspondence are either handwritten by the attorneys or dictated to the five clerical employees possessing shorthand skills. Because the classes of Legal Stenographer and Clerk Stenographer are being phased out and the loss of staff hours involved in handwritten or shorthand document production, the County Administrator recommends the acquisition of portable dictation units and transcribing machines.

Estimated Revenues have increased by $58,253; however, this increase results from the transfer of revenue accounts from the County Clerk's budget to the Public Defender's budget and does not reflect increased revenue generation.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue the provision of effective, competent legal services, and exercise strong fiscal management policy consistent with ethical considerations.	1. Provided effective, competent legal services to 23 judicial posts in an estimated 18,109 cases.
2. To recruit and train new attorneys as replacements and as staff for new courts.	2. Accomplished.
3. To train four backup operators on the Interim Criminal Justice Public Defender Case Management System. Extend use in the reception/intake area.	3. Accomplished.
4. To continue training to use personal computer for office administration.	4. Accomplished.
5. To input research and legal motions into hard disk system to be used as integrated research-motion index.	5. Acquired hard disk system in January 1987. Have begun to implement an integrated research-motion system.

BUDGET UNIT: **204 PUBLIC DEFENDER**
DEPARTMENT: **PUBLIC DEFENDER**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **ROBERT CHARGIN**

1987-88 OBJECTIVES

1. To continue to provide effective, competent legal services, and exercise strong fiscal management policy consistent with ethical considerations.

2. To continue to provide a strong program of training and recruitment of attorneys.

3. To continue to implement, extend, and perfect the use of the personal computer for office administration. To maximize the use of the personal computer for Lexis legal data base access.

CONCURRENCE

Mr. Robert Chargin, Public Defender, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **20401 VERTICAL DEFENSE OF INDIGENT PROJECT**
DEPARTMENT: **PUBLIC DEFENDER**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **ROBERT CHARGIN**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 102,507	$ 105,191	$ 105,191	$ 2,684
• Svcs/Supplies	0	4,691	2,007	2,007	(2,684)
TOTAL APPROP	$ 0	$ 107,198	$ 107,198	$ 107,198	$ 0
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 107,198	$ 107,198	$ 107,198	$ 0
TOTAL REVENUE	$ 0	$ 107,198	$ 107,198	$ 107,198	$ 0
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Vertical Defense of Indigents Project (VDI) is optional. Level of service is discretionary.

PURPOSE

Encourages vertical defense of defendants identified by the District Attorney for prosecution under California Penal Code § 999b - 999h and § 13826.1 - 13826.4. Funds defense attorney, investigative, and clerical support to accomplish this purpose.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Cases Defended	0	0	0	35	35

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$2,684 increase ($102,507 to $105,191)
- $2,684 - Normal salary adjustments.

SERVICES & SUPPLIES
$2,684 decrease ($4,691 to $2,007)
- $2,684 - Elimination of Professional Services account.

BUDGET UNIT: 20401 VERTICAL DEFENSE OF INDIGENT PROJECT
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Vertical Defense of Indigents Project continues the level of service specified in the 1986-87 grant application, approved by the Board of Supervisors in April 1986.

The California Office of Criminal Justice Planning (OCJP) awarded these grant funds to Public Defender agencies located in California counties in which there were District Attorney vertical prosecution projects. Objectives of the San Joaquin County Public Defender's VDI Unit include increasing vertical representation for targeted cases, reducing time required to defend the targeted cases, and reducing the caseload of the Deputy Public Defender assigned to the project.

Since the cases accepted into the VDI Unit involve severe and multiple charges, enhancements, and prior convictions, the grant has served to offset the additional workload resulting from the special emphasis grants, which fund the prosecution of these serious cases.

There are no significant changes planned in the operation of this project for FY 1987-88. All costs continue to be fully paid from a State subvention.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To establish and staff the VDI Unit.	1. Assigned attorney, investigative, and clerical support. Established case referral system.
2. To implement vertical representation for targeted cases.	2. Accomplished.
3. To push for timely conclusion of targeted cases.	3. Held jury trials in four VDI cases as of April 1987.

1987-88 OBJECTIVES

1. To use a personal computer to improve tracking of vertically defended cases.
2. To further develop and implement goals specified in the 1987-88 OCJP VDI grant application.

CONCURRENCE

Mr. Robert Chargin, Public Defender, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 20402 SUBVENTION PROGRAM
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 259,372	$ 290,641	$ 263,572	$ 263,572	$(27,069)
• Svcs/Supplies	27,413	42,687	35,409	35,409	(7,278)
• Fixed Assets	0	2,390	300	300	(2,090)
TOTAL APPROP	$ 286,785	$ 335,718	$ 299,281	$ 299,281	$(36,437)
Earned Revenue By Source					
• Aid-Other Govt	$ 286,785	$ 335,718	$ 299,281	$ 299,281	$(36,437)
TOTAL REVENUE	$ 286,785	$ 335,718	$ 299,281	$ 299,281	$(36,437)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	5.8	5.8	5.8	5.8	.0
TEMPORARY (FTE)*	0.0	0.0	0.5	0.5	.5
TOTAL STAFFING	5.8	5.8	6.3	6.3	.5

*Full-time equivalent

MANDATE

The activities of the Public Defender Subvention Program are mandated by Section 987 of the Penal Code. A minimum level of defense services is constitutionally mandated.

PURPOSE

Provides defense counsel for juveniles who fall in the jurisdiction of the Juvenile Court and are financially unable to employ counsel.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
602 Filings	2,246	2,244	2,120	2,150	2,000

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$27,069 decrease ($290,641 to $263,572)
- ($27,069) - Planned change of attorney personnel assigned to Subvention cases offsets normal salary adjustments.

SERVICES & SUPPLIES
$7,278 decrease ($42,687 to $35,409)
- ($8,243) - Decrease in Data Processing Equipment Charges.

FIXED ASSETS
$2,090 decrease ($2,390 to $300)
- $300 - Ergonomic data entry chair.

BUDGET UNIT: 20402 SUBVENTION PROGRAM
DEPARTMENT: PUBLIC DEFENDER
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT CHARGIN

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES

$36,437 decrease ($335,718 to $299,281)

- ($35,489) - Decrease in State subvention.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Major cost decreases in this budget unit include the planned assignment of Deputy Public Defender II attorneys (replacing higher cost Deputy Public Defender IV's), a decrease in Data Processing Equipment Charges, and a decrease in requested Fixed Assets.

The interim case management system has been implemented and is being revised, representing a first step toward an automated case tracking system. Word processing equipment has been acquired and is expediting clerical production.

A .5 FTE clerical extra-help position is recommended at an annual cost of $7,200 to handle non-automated budgetary and personnel functions. This function is currently performed by clerical help in the Public Defender budget unit.

There is no Net County Cost for this budget. All costs are paid from the AB 90 State subvention.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To investigate possibility of adding another long-distance line.	1. Deferred until new phone system is operational.
2. To compile and maintain "brief bank" and resource materials such as "in house" digest of law applicable to juvenile matters, utilizing both hard copy and word processor.	2. Received word processing equipment late in Fiscal Year 1986-87. Expect to begin implementation soon.
3. To maximize use of Interim Criminal Justice Public Defender Case Management System.	3. Developed and rewrote program.
4. To use the Juvenile Division as a training function for the Public Defender's Office.	4. Accomplished.
5. To investigate linking word processor to word processing hard disk system in Public Defender's main office.	5. Investigated and found linking to be economically unfeasible.

1987-88 OBJECTIVES

1. To refine and maximize use of the Interim Criminal Justice Public Defender Case Management System.
2. To use the Juvenile Division to increase defense skills in integrated training program.
3. To maximize the use of the word processor to provide a "brief bank" and resource materials.

CONCURRENCE

Mr. Robert Chargin, Public Defender, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL SUPERIOR COURT

RESPONSIBLE MANAGER: DEBORAH KANTER

Summary

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,048,993	$ 1,396,955	$ 1,564,036	$ 1,564,036	$167,081
• Svcs/Supplies	2,230,264	2,527,679	3,128,102	2,816,602	288,923
• Fixed Assets	1,771	14,313	8,617	8,617	(5,696)
Total Expend	$ 3,281,028	$ 3,938,947	$ 4,700,755	$ 4,389,255	$450,308
• Intrafund Trans	0	(11,400)	(11,015)	(11,015)	385
TOTAL APPROP	$ 3,281,028	$ 3,927,547	$ 4,689,740	$ 4,378,240	$450,693
Earned Revenue By Source					
• Fine & Forfeit	$ 9,888	$ 6,000	$ 6,000	$ 6,000	$ 0
• Aid-Other Govt	184,027	463,899	619,642	619,642	155,743
• Charges for Svcs	1,010,400	1,007,959	1,224,608	1,224,608	216,649
TOTAL REVENUE	$ 1,204,315	$ 1,477,858	$ 1,850,250	$ 1,850,250	$372,392
NET COUNTY COST					
• Mandated	$ 2,076,713	$ 2,449,689	$ 2,839,490	$ 2,527,990	$ 78,301
ALLOCATED POSITIONS	46.0	50.0	54.0	54.0	4.0
TEMPORARY (FTE)*	2.1	1.3	2.0	2.0	0.7
TOTAL STAFFING	48.1	51.3	56.0	56.0	4.7

*Full-time equivalent

SUMMARY

This presentation is a summary of the two budget units administered by the Superior Court. These include: 205 Superior Court and 20504 Conservatorship Investigation.

PROGRAM HIGHLIGHTS

The following are major changes recommended for department operations in 1987-88:

- Recommended appropriations total $74,810 to provide salaries, support staff, and Services and Supplies for two new Superior Court judgeships, pending Legislative approval.

- An increased appropriation of $132,500 to pay for increasing Court assigned counsel costs resulting from rapidly rising criminal filings and negotiated rate increases in legal services contracts. This increase only reflects partial funding of the Superior Courts requested increase of $444,000. These costs will be reviewed by Superior Court to determine if cost savings can be effected.

- An increase in appropriations of $37,200 is recommended to pay for additional court reporting transcription costs resulting from 13% statutory rate increase and growing criminal caseload.

- Additional appropriation of $25,000 is recommended to pay for interpreter per diems resulting from increased criminal workload.

BUDGET UNITS: ALL SUPERIOR COURT

RESPONSIBLE MANAGER: DEBORAH KANTER

PROGRAM HIGHLIGHTS

- A $156,717 increase in State reimbursement for mediation costs will be received. This revenue has not been previously reimbursed and represents three-years expenditures.
- Purchase of word processing equipment for the Conservatorship Investigation Unit in the amount of $6,395 is recommended.
- A .6 FTE increase in extra-help investigator time is recommended for the Conservatorship Investigation Unit. All costs of the Conservatorship Investigation Unit are State reimbursed.

BUDGET UNIT: 205 SUPERIOR COURT
DEPARTMENT: SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 961,743	$ 1,319,556	$ 1,470,582	$ 1,470,582	$151,026
• Svcs & Supplies	2,220,840	2,516,448	3,108,499	2,796,999	280,551
• Fixed Assets	1,097	14,313	7,505	7,505	(6,808)
Total Expend	$ 3,183,680	$ 3,850,317	$ 4,586,586	$ 4,275,086	$424,769
• Intrafund Trans	0	(11,400)	(11,015)	(11,015)	385
TOTAL APPROP	$ 3,183,680	$ 3,838,917	$ 4,575,571	$ 4,264,071	$425,154
Earned Revenue By Source					
• Fines & Forfeits	$ 9,888	$ 6,000	$ 6,000	$ 6,000	$ 0
• Aid-Other Govt	109,027	384,271	520,553	520,553	136,282
• Charges for Svcs	998,196	998,959	1,209,528	1,209,528	210,569
TOTAL REVENUE	$ 1,117,111	$ 1,389,230	$ 1,736,081	$ 1,736,081	$346,851
NET COUNTY COST					
• Mandated	$ 2,066,569	$ 2,449,687	$ 2,839,490	$ 2,527,990	$ 78,303
ALLOCATED POSITIONS	45.0	48.0	52.0	52.0	4.0
TEMPORARY (FTE)*	1.3	0.8	0.9	0.9	0.1
TOTAL STAFFING	46.3	48.8	52.9	52.9	4.1

*Full-time equivalent

MANDATE

The California Constitution requires a superior court in each county. The number of judges per county is specified in the Government Code and may be increased by the Legislature. Level of service is not specified, but is affected by court caseloads and time limits imposed by statute.

PURPOSE

Acts as the court of general jurisdiction and handles all civil cases with a value over $25,000; handles all felony, domestic, probate, guardianship/mental health, and juvenile matters; acts as the appellate court for the municipal courts in the County; acts as the conciliation court; oversees the selection and functioning of the Grand Jury.

WORKLOAD DATA

	---------Actual----------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Probate & Guardianship	1,493	1,320	1,335	1,398	1,470
Family Law	2,769	2,935	2,732	2,821	2,821
Personal Injury	797	970	1,165	1,261	1,290
Eminent Domain	6	11	11	12	12

BUDGET UNIT:	**205 SUPERIOR COURT**
DEPARTMENT	**SUPERIOR COURT**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**DEBORAH KANTER**

WORKLOAD DATA

	---------- Actual	---------		Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Other Civil:					
Complaints	1,222	1,415	1,552	1,414	1,332
Petitions	1,525	2,320	1,815	1,206	1,504
Mental Health	56	78	84	102	100
Juvenile:					
Delinquency	1,450	1,611	1,596	1,686	1,722
Dependency	605	662	715	717	642
Criminal	948	1,065	1,267	1,623	1,878
Appeals	302	247	303	271	258
Habeas Corpus	700	627	773	778	750
Total Filings	11,873	13,261	13,348	13,289	13,779

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$151,026 increase ($1,319,556 to $1,470,582)

- $13,386 - Increase reflects half-year funding for each of two additional Superior Court Judgeships, which may be created by legislation.
- $27,182 - Increase reflects half-year funding for each of two additional Superior Court Clerks recommended for allocation as support staff for the new judges.
- $44,408 - Increase reflects full-year funding for Assistant Court Administrator allocated in FY 1986-87.
- $11,483 - Increase reflects costs associated with promotion of an Attorney III to the Attorney IV level.
- ($48,404) - Decrease reflects costs associated with deletion of Family Conciliation Court Counselor position resulting from reduced workload.
- $89,653 - Increase reflects normal salary adjustments.
- $11,424 - Increase reflects extra-help costs to be used to help fund as needed conciliation counseling.

SERVICES & SUPPLIES

$280,551 increase ($2,516,448 to $2,796,999)

- $10,000 - Increase in office supplies resulting from previous staff transfers and start-up costs for two new courtrooms.
- $12,000 - Increase in postage costs resulting from greater numbers of jury mailings necessitated by reduced terms of service and growing criminal caseload.
- $3,631 - Increase in calculated Communications account costs.
- ($2,496) - Decrease in maintenance of equipment costs resulting from transfer of word processor maintenance costs to Data Processing Direct Charges account.
- $132,500 - Increase in Court Assigned Counsel costs resulting from rapidly rising criminal filings and negotiated rate increases in legal services contract.
- $2,189 - Increase in Data Processing Direct Charges resulting from transfer of word processor maintenance costs from maintenance of equipment account, offset by slight reduction in calculated charges.
- $10,000 - Increase in psychiatric and other exam costs resulting from growing criminal and juvenile caseloads which are generating additional exams.

BUDGET UNIT: 205 SUPERIOR COURT
DEPARTMENT SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

- $22,442 - Increase in court reporting per diem costs to add two additional reporters for new judges.
- $37,200 - Increase in court reporting transcription costs resulting from statutory change raising transcript rate by 13% and growing criminal caseload generating additional transcripts.
- $4,000 - Increase in arbitrators' fees resulting from 13% increase in arbitration caseload.
- $22,470 - Increase in jury fees and mileage resulting from growing criminal caseload and addition of two new judges.
- $25,000 - Increase in interpreters' fees resulting from growing criminal workload.

FIXED ASSETS
$6,808 decrease ($14,313 to $7,505)

- $1,800 - Two silent typewriters for new courtroom clerks.
- $3,205 - Desk, chairs, credenza, and bookcase for new assistant department head.
- $2,500 - Furniture for Criminal Justice Information System, recommended by Data Processing.

INTRAFUND TRANFERS
$385 decrease ($11,400 to $11,015)

- ($385) - Decrease reflects reduced extra-help requests by the Grand Jury and Conservatorship Investigation unit.

REVENUES
$346,851 increase ($1,389,230 to $1,736,081)

- ($28,000) - Decrease in State reimbursement for investigators' expenses in indigent capital cases resulting from decrease in cases handled.
- ($7,215) - Decrease in State reimbursement for arbitrators' fees, slightly overestimated in previous year.
- $14,780 - Increase in State reimbursement for jury fees resulting from anticipated increase in juror usage.
- $156,717 - Increase in State reimbursement for mediation costs not previously reimbursed and representing three years expenditures.
- $60,000 - Increase in Court Fees and Costs - Superior Court resulting from higher filing fees and higher caseloads.
- $60,000 - Increase in Court Fees and Costs - Court Reporters resulting from new policy that civil reporters' fees accrue to the Court rather than to the court reporter.
- $10,660 - Increase in Court Fees and Costs - Conciliation Fees resulting from increased family law filings.
- $2,709 - Increase in law library trust representing reimbursement for law library staff salaries.
- $72,000 - Reimbursement for State prisoner cases formerly credited to County Clerk.
- $5,200 - Reimbursement for State Mental Health cases formerly credited to County Clerk.

NET COUNTY COST
$78,303 increase ($2,449,687 to $2,527,990)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Superior Court's primary program goal for 1987-88 is to maintain current civil and criminal calendars. Over the past five years the Court has made extraordinary progress in reducing its inventory of pending cases. Specific indications of that progress include the following:

BUDGET UNIT: 205 SUPERIOR COURT
DEPARTMENT SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

PROGRAM DISCUSSION OF 1987-88 BUDGET

1. The number of civil cases awaiting trial for more than a year dropped from a high of 103 in 1981 to 5 at the end of 1986.

2. The time from filing of an at-issue memo (the document an attorney files to advise the Court that a case is ready for trial) to the start of trial decreased from 34 months in 1981 to 6 months at the end of 1986 (by law this figure may not drop below 5 months).

3. The number of cases awaiting trial per judge dropped from 266 in 1981 to 70 at the end of 1986.

As a result of these improvements, the Court has become one of the most current in the State. Its ability to maintain that status is being seriously hampered, however, by a rapidly growing caseload, coupled with an insufficient number of judges. An attempt to increase the number of judges was made in 1986, when the Court successfully sought introduction of legislation, an action the County supported, to create two additional judgeships. The effort was not fruitful, as the bill failed to pass the Legislature.

Current workload statistics support a need for 15 Superior Court judges. Eleven are now authorized. This year once again, the Court, supported by the County, has had legislation introduced to add two additional judgeships, effective January 1, 1988. The bill is now before the Legislature and the Court is cautiously optimistic about the bill's chances of passage.

The addition of the new judges is essential if the Court is to continue to timely hear its cases. Its workload is growing dramatically in virtually every major case category. Major case categories are those requiring the greatest amount of judicial time. Comparison of the number of such cases filed between July and December 1985 with the number filed between July and December 1986, reveals the following changes:

Major Case Category	Percent of Change
Probate	+13
Family Law	+ 9
Personal Injury	+16
Other Civil Complaints	+ 5
Other Civil Petitions	(36)
Juvenile Delinquency	+ 7
Juvenile Dependency	+ 8
Criminal	+52

Other civil petitions, the one category in which a substantial workload decrease is reflected, are unfortunately those requiring the least judicial time to process. Although the decrease, which may have resulted from a change in case filing policy in another County department, appears to be substantial, it has little practical effect on court operations.

In the case categories in which increases are occurring, the criminal workload affects court operations most significantly. Not only do criminal cases require by far the greatest amount of judicial time, but they also directly impact and control major components of the Superior Court's budget. (This is addressed more fully in the discussion below of the Services and Supplies object changes.) Thus, with a 52% increase in criminal caseload, a major increase in the budget is to be expected.

The recommended appropriation for Fiscal Year 1987-88 is $425,154 above that approved for Fiscal Year 1986-87. Of this increase, $151,026 represents increases in Salaries and Employee Benefits; $280,551, increases in Services and Supplies; $6,808, decreases in Fixed Assets; and $385, decreases in Intrafund Transfers. Because of a projected increase in revenues of $346,851, Net County Cost will increase by only $78,303.

BUDGET UNIT: 205 SUPERIOR COURT
DEPARTMENT SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

PROGRAM DISCUSSION OF 1987-88 BUDGET

An increase of $151,026 in the Salaries and Employee Benefits object is recommended. Of that amount, $89,653 (59.3%) is attributable to normal salary adjustments. An additional $40,568 (26.9%) is attributable to costs associated with the creation of two new judgeships and necessary support staff for each.

Over the past two years, primarily as a result of transfers from other departments, Superior Court's nonjudicial staff has grown from eight permanent positions to 35 permanent positions and 12 independent contractors. The department has had no senior management staff and only one middle management position. To provide necessary management support, an assistant department head position was allocated late in FY 1986-87.

The addition of the assistant department head position has increased Salaries and Employee Benefits costs by $44,408. These costs have been partially offset, however, by the deletion of the Family Conciliation Court Counselor position. Because requests for conciliation counseling have decreased, the Court believes necessary counseling can be provided on a part-time basis, with the full-time position to be restored should workload later justify that action. Extra-Help funds in the amount of $11,424, to pay for a part-time counselor, are recommended. The full-year funding of the assistant department head, deletion of the Family Conciliation Court Counselor, and the necessary Extra-Help funds will result in a net increase in Salaries and Employee Benefits costs of $7,428.

Finally, an increase of $11,483 is recommended as costs associated with promotion of the Court's Attorney III to an Attorney IV level. The Court's existing Attorney IV has indicated his intent to retire during this fiscal year and the promotion is a step to ensure an orderly transition.

An increase of $280,551 is recommended in the Services and Supplies object. As mentioned above, several components of the Superior Court's budget are driven by the criminal and, to a lesser degree, juvenile caseloads. Major rises in those caseloads, particularly criminal, have created the need for substantial increases in several accounts. Most directly affected are court assigned counsel, postage, psychiatric and other exams, court reporting-transcription, jury fees and mileage, and interpreter fees.

The most substantial increase required is for court appointed counsel. An increase of $444,000 (75% of total requested Services and Supplies object increase) over last year's budget of $797,500 was requested. The request had two components: $26,500 represented negotiated contract increases with the firm that provides legal services when the Public Defender's Office has declared a conflict, and $417,500 represented increases in fees paid to the Lawyers' Referral Service, which provides assigned counsel for cases in which a second conflict is declared. However, only $132,500 of this increase is recommended. The County Administrator and Superior Court Administrator intend to review court assigned counsel usage to determine if cost savings can be realized. If savings can not be found, it will be necessary to return to the Board of Supervisors during Fiscal Year 1987-88, to recommend that the additional $311,500 be appropriated.

The criminal and juvenile caseloads, coupled with a statutorily imposed 13% rate hike, have also created the need for an increase of $37,200 in court reporting-transcription costs. Increases for postage, in the amount of $12,000; psychiatric and other exams, in the amount of $10,000; jury fees and mileage, in the amount of $22,470; and interpreters' fees, in the amount of $25,000, are also driven by those caseloads.

In summary, caseload driven changes account for $239,170, or 85%, of the recommended increase in the Services and Supplies object. Another $22,442 of the increase represents costs of contracting with additional reporters to serve the requested new judges.

BUDGET UNIT: 205 SUPERIOR COURT
DEPARTMENT SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

PROGRAM DISCUSSION OF 1987-88 BUDGET

Three primary costs are included in the Fixed Assets object. First, the purchase of two silent electric typewriters, one for each of two new superior court clerks is recommended. The typewriters will allow the clerks to type while court is in session, avoiding overtime that accrues when, because of the noise regular typewriters make, typing must be done after court hours. The typewriters, at $900 apiece, will cost $1,800. Second, the purchase of office furniture, for $3,205, is recommended for the newly created assistant department head position. Third, Data Processing has recommended that $2,500 be reserved to purchase furniture for equipment related to the Criminal Justice Information System.

An increase of $346,851 in revenues is anticipated. Although there will be small decreases in two State reimbursement accounts, they will be fully offset by an increase of $156,717 in newly authorized State reimbursement for mediation services; $60,000 in court fees and costs resulting from higher fees and caseloads; and $60,000 in civil court reporters' fees accruing to the court for the first time. The remaining revenue is $77,200 of State reimbursements, formerly credited to the County Clerk's budget. In addition, if the two new judgeships are created, block grants from the State in the amount of $60,000 should accrue, but will not be received by the County until 1988-89.

While the recommended increase in appropriations from last fiscal year's budget is $425,154, it is important to note that the increase is primarily attributable to dramatic workload increases and attempts to address the growing workload through the addition of two judges and support staff. Associated cost increases are $303,980, or 71%, of the total appropriation increase recommended. Another $89,653, or 21%, reflects normal salary adjustments.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To keep the number of civil cases awaiting trial low by setting early trial dates and continuing the Court's "no continuance" policy and mandatory arbitration procedures.	1. Achieved.
2. To establish an "intended decision" process for use in the law and motion courts, which would eliminate appearances for many attorneys by allowing them to call the Court the day prior to a scheduled hearing to determine the Court's tentative decision.	2. Achieved.
3. To evaluate juror utilization procedures, with the goal of reducing required jury service to one day or one trial every two years.	3. Achieved.
4. To develop a training program for new Superior Court clerks.	4. Partially achieved. This objective will be carried forward into 1987-88.
5. To develop a procedures manual for Superior Court secretarial staff.	5. Achieved.

1987-88 OBJECTIVES

1. To keep the number of civil cases awaiting trial low by setting early trial dates and continuing the Court's "no continuance" policy and mandatory arbitration procedures.

BUDGET UNIT: **205 SUPERIOR COURT**
DEPARTMENT **SUPERIOR COURT**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **DEBORAH KANTER**

1987-88 OBJECTIVES

2. To study the possibility and value of managing civil cases from the time of their filing.

3. To develop a training program for new Superior Court clerks.

4. To study the Court's use of, and expenditures for, professional and technical assistance (e.g., interpreters, doctors, and attorneys) to identify ways in which costs might be reduced.

5. To develop a juror utilization and management information report.

6. To refine reporting techniques for caseload statistical information, to improve accuracy of data gathered.

CONCURRENCE

Ms. Deborah Kanter, Superior Court Administrator, agrees with the budget a proposed for 1987-88.

BUDGET UNIT: 20504 CONSERVATORSHIP INVESTIGATION
DEPARTMENT: SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 87,250	$ 77,399	$ 93,454	$ 93,454	$ 16,055
• Svcs/Supplies	9,424	11,231	19,600	19,603	8,372
• Fixed Assets	674	0	1,112	1,112	1,112
TOTAL APPROP	$ 97,348	$ 88,630	$ 114,166	$ 114,169	$ 25,539
Earned Revenue By Source					
• Aid-Other Govt	$ 75,000	$ 79,628	$ 99,086	$ 99,089	$ 19,461
• Charges for Svcs	12,204	9,000	15,080	15,080	6,080
TOTAL REVENUE	$ 87,204	$ 88,628	$ 114,166	$ 114,169	$ 25,541
NET COUNTY COST					
• Mandated	$ 10,144	$ 2	$ 0	$ 0	$ (2)
ALLOCATED POSITIONS	1.0	2.0	2.0	2.0	.0
TEMPORARY (FTE)*	0.8	0.5	1.1	1.1	.6
TOTAL STAFFING	1.8	2.5	3.1	3.1	.6

*Full-time equivalent

MANDATE

The functions of the Superior Court Conservatorship/Investigator are mandated in Probate Code Sections 1513.1 and 1800 et. seq. Mandated activities are state-reimbursed. Level of service is not mandated, but is affected by court caseloads.

PURPOSE

Advises proposed adult conservatees of their rights; advises the Court if the appointment of legal counsel is necessary to protect the proposed conservatee; periodically interviews conservatees and investigates and reports on a conservatee's living environment; reports to the Court on adult conservatees' capacity to vote and to give medical consent; recommends modification or termination of conservatorship; periodically reviews accounting of conservatorships and conservatorship estates to determine adequacy; determines if conservatorship estates contain assets for reimbursement for the cost of investigations; investigates probate cases; and investigates specified guardianship cases.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Conservatorship Investigations	531	685	651	650	650
Guardianship Investigations	0	0	0	15	50

BUDGET UNIT: 20504 CONSERVATORSHIP INVESTIGATION
DEPARTMENT: SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$16,055 increase ($77,399 to $93,454)

- $12,880 - Increase in funding for extra-help investigator to account for newly mandated program and expanded investigations in existing caseload.
- $4,321 - Normal salary adjustments.

SERVICES & SUPPLIES

$8,372 increase ($11,231 to $19,603)

- $900 - Increase in motor pool costs to reflect increased use of County vehicles necessitated by increased use of extra-help investigator.
- $6,395 - Increase in Data Processing Direct Charges for equipment to purchase word processor, printer, and related equipment.
- $750 - Increase in small tools and instruments to purchase three dictation units to replace obsolete equipment.

FIXED ASSETS

$1,112 increase (zero to $1,112)

- $850 - Increase to purchase desk and chair for extra-help investigator.
- $262 - Increase to purchase work station for new word processor.

REVENUES

$25,541 increase ($88,628 to $114,169)

- $14,221 - Increase in reimbursement from State for mandated conservatorship.
- $5,240 - Increase in reimbursement from State for newly mandated guardianship program.
- $3,000 - Increase in fees collected from private parties in conservatorship cases.
- $3,080 - Increase in fees collected from private parties in guardianship cases.

NET COUNTY COST

There is no Net County Cost. All costs are State reimbursed.

PROGRAM DISCUSSION OF 1987-88 BUDGET

During the Fiscal Year 1987-88, the unit will be responsible for developing a program and procedures for guardianship investigations. Pursuant to Stats. 1986, c. 1017, the conservatorship investigator has been mandated by the State to conduct investigations in specified guardianship cases. The extent of the resultant workload is unclear at this time, although 50 investigations are anticipated in new cases. Those investigations are expected to require from 16 to 20 hours of investigator's time per week. To meet that need, additional funding for an extra-help investigator, in the amount of $12,880, is being requested.

It seems certain that an extensive data base of older, affected cases will have to be created to meet the guardianship mandate. To aid in the development of that data base, as well as to assist with the conservatorship workload, the unit will purchase and begin using word processing equipment. To date, all clerical work and record keeping has been done manually or by typewriter, making management of large amounts of information difficult. The addition of the word processor is expected to eliminate the need for additional clerical help to support the new guardianship investigation program.

BUDGET UNIT: 20504 CONSERVATORSHIP INVESTIGATION
DEPARTMENT: SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To carry out the State mandated programs of protection for the proposed Conservatees at a reasonable cost. To review and improve the investigation process.	1. Accomplished. The interview and investigation processes were improved. As a result, more collateral calls now are being made. The additional information received has reduced court time required to be spent on each case.
2. To provide as much information as possible regarding community resources.	2. Accomplished. Resource information was distributed to conservators, family members, care providers, and other interested persons, to help them make informed decisions for conservatees.
3. To update and improve the network of shared information with community agencies.	3. Accomplished. Meetings were held with several community agencies and have resulted in improved communications. Information now is being shared.
4. To discover persons who are exploiting proposed Conservatees.	4. Accomplished. Because of an updated, more aggressive investigation process, seven petitions for conservatorships were withdrawn or dismissed; over $110,000 was reimbursed to estates because of mismanagement or accounting errors; three conservatorship cases were referred to the District Attorney's Office for fraud investigations; 63 conflicts or problems were identified ranging from personal abuse, inadequate health care, inadequate housing, financial mismanagement or abuse; 18 orders to show cause were issued to attorneys and conservators regarding noncompliance; and more than 400 notices requesting compliance with mandated accountings and reports were sent to attorneys.
5. To review and update the collection of statistical data.	5. Partially accomplished. The objective will be completed during the Fiscal Year 1987-88.
6. To develop a comprehensive report outlining programs, accomplishments, and activities.	6. Not accomplished. Workload increases associated with objectives one and four and newly mandated guardianship investigations left no resources available for assignment to this task. The objective will be carried forward to Fiscal Year 1987-88.

BUDGET UNIT: 20504 CONSERVATORSHIP INVESTIGATION
DEPARTMENT: SUPERIOR COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: DEBORAH KANTER

1987-88 OBJECTIVES

1. To complete the review and updating of the collection of statistical data.
2. To develop a comprehensive report outlining program, accomplishments, and activities.
3. To develop a program and procedures for conducting guardianship investigations.

CONCURRENCE

Ms. Deborah Kanter, Superior Court Administrator, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL MUNICIPAL COURT AND MARSHAL

RESPONSIBLE MANAGERS: ALBERT FLOR, GLENDA GORDON, SALLY LAFAVERS,
LINA LONGMIRE, BILL SHEEHAN, NICK CROCI,
ROBERT PETERSON, RALPH JESSEE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 4,238,651	$ 5,002,631	$ 5,800,403	$ 5,333,047	$330,416
• Svcs/Supplies	1,465,437	1,786,239	2,002,976	1,859,244	73,005
• Fixed Assets	17,433	28,364	119,758	18,188	(10,176)
TOTAL APPROP	$ 5,721,521	$ 6,817,234	$ 7,923,137	$ 7,210,479	$393,245
Earned Revenue By Source					
• Fines & Forfeit	$ 976,840	$ 1,116,135	$ 1,181,397	$ 1,144,397	$ 28,262
• Aid-Other Govt	55,470	43,248	74,870	60,870	17,622
• Charges for Svcs	817,823	860,929	865,592	862,072	1,143
TOTAL REVENUE	$ 1,850,133	$ 2,020,312	$ 2,121,859	$ 2,067,339	$ 47,027
NET COUNTY COST					
• Mandated	$ 3,764,762	$ 4,539,293	$ 5,490,765	$ 4,838,248	$298,955
• Discretionary	106,626	257,629	310,513	304,892	47,263
TOTAL NCC	$ 3,871,388	$ 4,796,922	$ 5,801,278	$ 5,143,140	$346,218
ALLOCATED POSITIONS	130.0	140.0	153.0	140.0	0.0
TEMPORARY (FTE)*	17.6	17.6	33.3	24.3	6.7
TOTAL STAFFING	147.6	157.6	186.3	164.3	6.7

*Full-time equivalent

SUMMARY

This presentation is a summary of the eight budget units comprising the Municipal Court system in San Joaquin County. These include: 206 Stockton Municipal Court; 207 Lodi Municipal Court; 208 Manteca-Ripon-Escalon Municipal Court; 209 Tracy Municipal Court; 212 Pretrial Services; 217 Stockton Marshal; 218 Lodi Marshal; and 219 Manteca-Ripon-Escalon-Tracy Marshal.

The purpose of this summary is to identify the total costs of maintaining and operating the Municipal Court system.

BUDGET UNITS: ALL MUNICIPAL COURTS

RESPONSIBLE MANAGERS: ALBERT FLOR, GLENDA GORDON,
SALLY LAFAVERS, LINA LONGMIRE, BILL SHEEHAN

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 3,258,166	$ 3,879,374	$ 4,466,924	$ 4,049,763	$170,389
• Svcs/Supplies	1,420,848	1,712,584	1,906,074	1,762,342	49,758
• Fixed Assets	16,506	28,364	113,478	17,598	(10,766)
TOTAL APPROP	$ 4,695,520	$ 5,620,322	$ 6,486,476	$ 5,829,703	$209,381
Earned Revenue By Source					
• Fines & Forfeit	$ 976,840	$ 1,116,135	$ 1,181,397	$ 1,144,397	$ 28,262
• Aid-Other Govt	55,470	43,248	70,870	56,870	13,622
• Charges for Svcs	763,341	794,281	794,072	794,072	(209)
TOTAL REVENUE	$ 1,795,651	$ 1,953,664	$ 2,046,339	$ 1,995,339	$ 41,675
NET COUNTY COST					
• Mandated	$ 2,793,243	$ 3,409,029	$ 4,129,624	$ 3,529,472	$120,443
• Discretionary	106,626	257,629	310,513	304,892	47,263
TOTAL NCC	$ 2,899,869	$ 3,666,658	$ 4,440,137	$ 3,834,364	$167,706
ALLOCATED POSITIONS	102.0	112.0	124.0	112.0	0.0
TEMPORARY (FTE)*	15.6	14.6	23.8	15.8	1.2
TOTAL STAFFING	117.6	126.6	147.8	127.8	1.2

*Full-time equivalent

SUMMARY

This presentation is a summary of the five Municipal Court budget units, which include: 206 Stockton Municipal Court; 207 Lodi Municipal Court; 208 Manteca-Ripon-Escalon Municipal Court; 209 Tracy Municipal Court; and 212 Pretrial Services.

PROGRAM HIGHLIGHTS

- An additional appropriation of $15,750 is recommended for the Stockton Municipal Court to pay for increases in contract court-assigned counsel. This recommendation only funds a portion of the court's requested $55,350 increase. Court-assigned counsel expenditures are to be the subject of a review, and if savings cannot be effected, additional appropriations will be recommended.

- An additional appropriation of $21,250 for court-assigned counsel is recommended for the Lodi Municipal Court. This increase appears to be primarily due to an increased felony caseload. However, these costs will be included in the review noted above.

- An increase of $21,700 to pay interpreter per diems is recommended based on increased usage in the Stockton Municipal Court.

- An additional appropriation of $15,800 is recommended for court reporter per diems in the Lodi Municipal Court. This increase results from both departments being utilized to hear felony matters.

- Purchase of two personal computers, totaling $14,688, is recommended for the Lodi and Stockton Municipal Courts.

- Extra-help increases, totaling $41,218, to continue and to expand the Pretrial Services Citation Release program in 1987-88.

BUDGET UNIT: 206 **STOCKTON MUNICIPAL COURT**
DEPARTMENT: **MUNICIPAL COURT**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **AL FLOR**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 2,000,563	$ 2,276,662	$ 2,705,104	$2,336,794	$ 60,132
• Svcs/Supplies	983,035	1,128,709	1,249,193	1,124,884	(3,825)
• Fixed Assets	4,719	15,430	100,090	8,140	(7,290)
TOTAL APPROP	$ 2,988,317	$ 3,420,801	$ 4,054,387	$3,469,818	$ 49,017
Earned Revenue By Source					
• Fines & Forfeits	$ 370,334	$ 490,000	$ 474,000	$ 437,000	$ (53,000)
• Aid-Other Govt	36,020	31,250	54,000	40,000	8,750
• Charges for Svcs	398,015	375,000	415,000	415,000	40,000
TOTAL REVENUE	$ 804,369	$ 896,250	$ 943,000	$ 892,000	$ (4,250)
NET COUNTY COST					
• Mandated	$ 2,183,948	$ 2,524,551	$ 3,111,387	$2,577,818	$ 53,267
ALLOCATED POSITIONS	61.5	70.0	80.0	70.0	.0
TEMPORARY (FTE)*	3.6	0.7	7.7	.5	(.2)
TOTAL STAFFING	65.1	70.7	87.7	70.5	(.2)

*Full-time equivalent

MANDATE

Municipal Courts are created under the provisions of Article VI, Section II of the California Constitution and operate under Sections 71000 to 72407 of the Government Code. Level of service is at the discretion of the Board of Supervisors, but is impacted by law enforcement activity.

PURPOSE

Responsible for judicial proceedings concerning felony preliminary examinations, violations of local ordinances, civil suits involving amounts under $25,000, small claims and infractions, and misdemeanors involving a maximum penalty of one year in jail or a fine of $1,500; provides administrative and clerical support to the Court from initial case filing to final case disposition of all offenses within the jurisdiction of the Court; accounts for and distributes to the proper government agencies all monies received from forfeitures of bails, fines, and filing fees; processes parking violations for some jurisdictions.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Felony	1,857	2,066	3,016	2,426	3,200
Non-Traffic Misdemeanor	8,541	10,260	11,448	10,421	12,600
Traffic-Misdemeanor	7,880	8,238	9,716	11,325	13,225
Civil/Small Claims	10,748	11,080	12,767	12,514	13,600
Infractions	39,356	41,528	39,452	45,505	51,000

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 206 STOCKTON MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: AL FLOR

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

$60,132 increase ($2,276,662 to $2,336,794)

- ($8,287) - Decrease in Extra-Help funding.
- ($5,000) - Decrease in Overtime funding.
- $73,419 - Increase due to normal salary adjustments.

SERVICES & SUPPLIES

$3,825 decrease ($1,128,709 to $1,124,884)

- $21,300 - Increase in General Office expense based on increased cost and filings.
- ($4,311) - Decrease in Communications charges.
- $3,665 - Increase in Rents and Leases Equipment - copy machine.
- ($26,998) - Decrease in Professional and Specialized Services reflects FY 1986-87 one-time cost for National Center for State Courts study.
- $15,750 - Increase in Court Assigned Counsel contract cost.
- ($25,060 - Decrease in Data Processing Direct Charges.
- ($22,500) - Decrease in Court Reporting-Per Diems based on Estimated/ Actual expenditures for FY 1986-87.
- $5,700 - Increase in Court Reporters' transcripts costs, based on FY 1986-87 Estimated/Actual expenditures.
- $6,307 - Purchase of personal computer for Court's accounting section.
- $8,000 - Increase in Jury Fee usage.
- $21,700 - Increase in Court Interpreter fees based on current and projected usage.

FIXED ASSETS

$7,290 decrease ($15,430 to $8,140)

- $3,000 - Computer furniture for Criminal Justice Information System recommended by Data Processing.
- $1,700 - Two replacement typewriters.
- $2,800 - Four card files for additional storage.
- $640 - Two worktables for existing staff.

REVENUES

$4,250 decrease ($896,250 to $892,000)

- ($53,000) - Decrease in Vehicle Code fines resulting from older Driving Under the Influence accounts ending. Revenue from new DUI cases accounts is reflected in the Adult Probation budget.
- $8,750 - Reflects increased State Jury Fee reimbursement.
- $40,000 - Increased Court fees resulting from increased filings and revenue estimate for fees from City of Stockton parking tickets.

NET COUNTY COST

$53,267 Increase ($2,524,551 to $2,577,818)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In the Stockton Municipal Court's FY 1986-87 budget, the Board of Supervisors allocated eight new staff positions. The primary reason that these positions were allocated was to reduce excessive extra-help usage and overtime expenditures in the Court. As of April 1987, expenditures in both of these accounts continued at an abnormally high level. However, in late March 1987, the Court completed filling all the allocated positions and is now operating at full strength. Because the Court is now fully staffed and has shown a reduction in staff-intensive filings during the first months of 1987, the County Administrator believes that the Court will be able to handle the expected workload while making significant reductions in its Extra-Help and Overtime accounts. Consequently, the County Administrator's recommended appropriations are based on a belief that the Court has the ability to manage the current workload with existing staff.

During Fiscal Year 1986-87, the Stockton Municipal Court was the subject of a management and organizational analysis conducted by the National Center for State Courts. At the time of budget preparation, the final report had not been received from the National Center. Based on the initial draft of the

BUDGET UNIT: 206 STOCKTON MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: AL FLOR

PROGRAM DISCUSSION OF 1987-88 BUDGET

report, a substantial number of organizational and systems recommendations are expected. It is anticipated that the report's recommendations will be a major part of the Municipal Court's Fiscal Year 1987-88 work plan.

To assist in the implementation of these recommendations, the judges of the Stockton Municipal Court have proposed, and the County Administrator supports, a staffing reorganization. The reorganization expands the role of the Pretrial Services Program Manager (carried in Budget Unit No. 212) to assume responsibility for a number of court functions. Specifics of the reorganization and division of duties are currently being developed and will be presented to the Board of Supervisors outside of the Fiscal Year 1987-88 budget process.

The Salaries and Employees Benefits object has a recommended increase in appropriations of $60,132 from $2,276,662 to $2,336,794. This increase is entirely due to normal salary adjustments. The Court has expressed concern that the level of appropriations for extra-help may be insufficient. The County Administrator recommends that no additional appropriation be made at this time. After the reorganization has been implemented, the situation will be reviewed and, if a need is found, the County Administrator will recommend that additional appropriations be made.

The Services and Supplies object appropriation is recommended to decrease by $3,825 from $1,128,709 to $1,124,884. This decrease occurs despite significant increases in the uncontrollable accounts of Court Assigned Counsel, Court Reporter Transcript Fees, and Court Interpreter fees. As described in the Superior Court's budget, Court Assigned Counsel expenditures will be the subject of a thorough review during the upcoming fiscal year. While the Court has requested an increase of $55,350 in this account to pay for both the first conflict, contract increase, and the increased usage of Lawyer Referral Service attorneys, the County Administrator recommends that only the contract increase be appropriated at this time. Upon completion of the review, if no cost savings can be effected, the County Administrator will return to the Board of Supervisors and recommend necessary additional appropriations.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To develop a master plan for courtroom security.	1. In progress.
2. To develop a long-range plan for judicial and non-judicial staff and facility needs.	2. In progress.
3. To reduce overtime by court employees.	3. Not accomplished.

1987-88 OBJECTIVES

1. To implement the Criminal Justice Information System.

2. To continue to develop a Master Plan for courtroom security.

3. To continue to develop a long-range plan for judicial and non-judicial staff and facility needs.

4. To implement the recommendations made by the National Center for State Courts.

CONCURRENCE

Mr. Al Flor, Clerk Administrator of the Stockton Municipal Court, agrees with the proposed budget for 1987-88.

BUDGET UNIT: 207 LODI MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: GLENDA GORDON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 477,406	$ 542,767	$ 564,609	$ 564,609	$ 21,842
• Svcs/Supplies	160,904	190,967	240,909	240,324	49,357
• Fixed Assets	4,671	4,389	2,854	2,854	(1,535)
TOTAL APPROP	$ 642,981	$ 738,123	$ 808,372	$ 807,787	$ 69,664
Earned Revenue By Source					
• Fines & Forfeits	$ 209,774	$ 210,000	$ 275,000	$ 275,000	$ 65,000
• Charges for Svcs	7,850	2,500	2,500	2,500	0
• Aid-Other Govt	117,097	160,000	140,000	140,000	(20,000)
TOTAL REVENUE	$ 334,721	$ 372,500	$ 417,500	$ 417,500	$ 45,000
NET COUNTY COST					
• Mandated	$ 308,260	$ 365,623	$ 390,872	$ 390,287	$ 24,664
ALLOCATED POSITIONS	15.0	15.0	15.0	15.0	0
TEMPORARY (FTE)*	2.3	3.0	3.0	3.0	0
TOTAL STAFFING	17.3	18.0	18.0	18.0	0

*Full-time equivalent

MANDATE

Municipal Courts are created under the provisions of Article VI, Section II of the California Constitution and operate under Sections 71000 to 72407 of the Government Code. Level of service is at the discretion of the Board of Supervisors, but is impacted by law enforcement activity.

PURPOSE

Responsible for judicial proceedings concerning felony preliminary examinations, violations of local ordinances, civil suits involving amounts under $25,000, small claims involving amounts under $1,500, and infractions and misdemeanors involving a maximum penalty of one year in jail or a fine of $2,000; provides administrative and clerical support to the Court from initial case filing to final case disposition of all offenses within the jurisdiction of the Court; accounts for, and distributes to the proper government agencies, all monies received from forfeitures of bails, fines, and filing fees.

WORKLOAD DATA

The activities of the Lodi Court are divided into specific categories for reporting caseload to Judicial Council. The following is a list of those categories:

	Actual			Est./ Act.	Proj.
Type of Filing	83-84	84-85	85-86	86-87	87-88
Felony	178	276	353	350	355
Misdemeanor	1,483	1,585	3,080	3,000	3,000
Traffic	16,808	17,954	21,073	20,000	21,000
Parking	7,882	6,465	11,165	10,000	10,000
Small Claims	983	1,030	1,194	1,100	1,295
Civil	1,119	1,178	1,276	1,200	1,250

BUDGET UNIT: 207 LODI MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: GLENDA GORDON

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$21,842 increase ($542,767 to $564,609)

- $21,842 - Normal salary adjustments.

SERVICES & SUPPLIES

$49,357 increase ($190,967 to $240,324)

- $4,250 - Increase in General Office-Expense to purchase computer supplies required for increased automation of court.
- $21,250 - Increase in court assigned counsel caused by increase in multiple defendant felony cases.
- ($3,266) - Decrease in Data Processing Direct Charges.
- $5,800 - Increased court reporter per diems because felony matters are now heard in both departments.
- $10,000 - Increased transcription costs due to multiple defendant felonies which require copies of transcripts to all involved attorneys.
- $8,381 - Increase in Data Processing Direct Charges-Equipment to purchase second personal computer, required for partial relocation of office.

FIXED ASSETS

$1,535 decease ($4,389 to $2,854)

- $1,180 - Replacement of two typewriters.
- $1,340 - Furniture recommended by Data Processing for Criminal Justice Information System.
- $134 - Typewriter stand.
- $200 - Lecterns for courtrooms.

REVENUES

$45,000 increase ($372,500 to $417,500)

- $45,000 - Increased traffic fines.

NET COUNTY COST

$24,664 increase ($365,623 to $390,287)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Appropriations for the Lodi Municipal Court are recommended to increase by $69,664 from $738,123 to $807,787. There are three primary factors causing this increase:

First, there is an increase of $21,842 to cover the cost of normal salary adjustments.

Second, there is an increase of approximately $37,000 resulting from caseload driven factors. The components of this increase are $21,250 for court assigned counsel, from $48,750 to $70,000; $5,800 in increased court reporter per diems, from $16,200 to $22,000; and $10,000 in increased court reporter transcription costs, from $13,800 to $23,800. The increases in court assigned counsel and court reporter transcription costs are due to an increasing number of multiple defendant felonies being filed in the Court. Because of the rules regarding conflict of interest, multiple attorneys must be assigned in these cases necessitating both increased fees and additional copies of transcripts. The increase in court reporter per diems is occurring because of calendaring changes which now have felony matters heard in both departments of the Court. Consequently, two per diems rather than one are paid.

BUDGET UNIT: 207 LODI MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: GLENDA GORDON

PROGRAM DISCUSSION OF 1987-88 BUDGET

Third, automation in the Court requires an additional $12,331. This includes $8,381 recommended to purchase a personal computer and related software for the new Lodi court facility and $4,250 to purchase additional office supplies relating to usage of the current computer.

Recommended court revenues are estimated to increase by $45,000 for Fiscal Year 1987-88, from $372,500 to $417,500. Because of this increase in revenue, total Net County Cost will increase by only $24,664, from $365,623 to $390,287.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To meet with arresting agencies to develop quicker processing of in-custody matters.	1. Accomplished. Custody matters are now processed in a timely manner. Effective communication has been established with all agencies.
2. To reduce waiting time at the public counter in Department 2.	2. Improved waiting time through changes in staff, calendaring, and use of extra-help positions.
3. To complete the training of personnel to operate new automated systems. To cross-train all personnel in computer areas.	3. Completed training in automated systems. Cross-training is in process.
4. To use staff meetings to encourage personnel to share ideas for office improvements.	4. Used several suggestions in staff meetings to make positive improvements, one being a more efficient Accounts Receivable system.
5. To participate in planning for improved facilities.	5. Completed plans for new facilities.

1987-88 OBJECTIVES

1. To have monthly meetings with Lodi Judges, Marshal, and Clerk to improve communications and courtroom procedures.
2. To obtain a personal computer for statistical reporting to judicial council, calendaring information, and budget procedures.
3. To improve public relations with jurors by providing them with comfortable waiting area other than the presently used hallway.
4. To establish communication that would encourage our personnel to use the County insurance plan as well as the Employee Assistance programs.

CONCURRENCE

Ms. Glenda Gordon, Lodi Municipal Court Clerk, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL M-R-E-T JUDICIAL DISTRICT

RESPONSIBLE MANAGERS: SALLY LAFAVERS, LINA LONGMIRE

Summary

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 692,600	$ 832,626	$ 921,285	$ 877,655	$ 45,029
• Svcs/Supplies	260,935	362,598	382,185	363,347	749
• Fixed Assets	4,061	8,545	9,734	6,204	(2,341)
TOTAL APPROP	$ 957,596	$ 1,203,769	$ 1,313,204	$ 1,247,206	$ 43,437
Earned Revenue By Source					
• Fines & Forfeit	$ 396,732	$ 416,135	$ 432,397	$ 432,397	$ 16,262
• Aid-Other Govt	11,600	9,498	14,370	14,370	4,872
• Charges for Svcs	248,229	259,281	239,072	239,072	(20,209)
TOTAL REVENUE	$ 656,561	$ 684,914	$ 685,839	$ 685,839	$ 925
NET COUNTY COST					
• Mandated	$ 301,035	$ 518,855	$ 627,365	$ 561,367	$ 42,512
ALLOCATED POSITIONS	24.0	27.0	29.0	27.0	.0
TEMPORARY (FTE)*	1.9	.6	1.3	0.5	(.1)
TOTAL STAFFING	25.9	27.6	30.3	27.5	(.1)

*Full-time equivalent

SUMMARY

This presentation is a summary of the budgets for the two Courts in the Manteca-Ripon-Escalon-Tracy Judicial District. They include: 208 M-R-E Municipal Court and 209 Tracy Municipal Court.

The purpose of this summary is to identify the total cost of operating the Manteca-Ripon-Escalon-Tracy Judicial District.

BUDGET UNIT: 208 MANTECA-RIPON-ESCALON MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: SALLY LAFAVERS

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 371,349	$ 401,595	$ 462,669	$ 419,039	$ 17,444
• Svcs/Supplies	97,500	156,924	175,638	173,638	16,714
• Fixed Assets	886	850	4,215	2,705	1,855
TOTAL APPROP	$ 469,735	$ 559,369	$ 642,522	$ 595,382	$ 36,013
Earned Revenue By Source					
• Fines & Forfeits	$ 136,406	$ 132,385	$ 158,417	$ 158,417	$ 26,032
• Charges for Svcs	4,830	2,728	7,600	7,600	4,872
• Aid-Other Govt	94,959	106,100	91,532	91,532	(14,568)
TOTAL REVENUE	$ 236,195	$ 241,213	$ 257,549	$ 257,549	$ 16,336
NET COUNTY COST					
• Mandated	$ 233,540	$ 318,156	$ 384,973	$ 337,833	$ 19,677
ALLOCATED POSITIONS	13.5	13.5	15.5	13.5	0
TEMPORARY (FTE)*	0.0	0.0	0.8	0.0	0
TOTAL STAFFING	13.5	13.5	16.3	13.5	0

MANDATE

Municipal Courts are created under the provisions of Article VI, Section II of the California Constitution and operate under Sections 71000 to 72407 of the Government Code. Level of service is at the discretion of the Board of Supervisors, but is impacted by law enforcement activity.

PURPOSE

Responsible for judicial proceedings concerning felony preliminary examinations, violations of local ordinances, civil suits involving amounts of $25,000 and under, small claims involving amounts under $1,500, and infractions and misdemeanors involving a maximum penalty of one year in jail or a fine of $2,000. Provides administrative and clerical support to the court from initial case filing to final case disposition of all offenses within the jurisdiction of the Court. Accounts for and distributes to the proper government agencies all monies received from forfeitures of bails, fines, and filing fees.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Felony	415	341	286	351	386
Misdemeanor	3,380	3,650	3,859	4,649	5,113
Infraction	9,857	10,906	10,205	12,816	14,097
Parking	1,431	2,246	1,477	1,501	1,550
Civil	734	771	954	1,187	1,305
Small Claims	906	954	1,088	1,492	1,641

BUDGET UNIT: 208 MANTECA-RIPON-ESCALON MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: SALLY LAFAVERS

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$17,444 increase ($401,595 to $419,039)
- $17,444 - Increase for normal salary adjustments.

SERVICES & SUPPLIES
$16,714 increase ($156,924 to $173,638)
- $1,610 - Increase to purchase law books for temporary courtroom.
- $6,296 - Increase Communication charges to switch court to County phone system and install additional telephone lines for temporary staff building.
- $3,640 - Increase in Rents and Leases - Equipment to replace existing copier and provide second copier in temporary building used to house Civil and Small Claims staff.
- ($4,678) - Decrease in Data Processing Direct Charges.
- $2,505 - Increase in Court Reporting - Transcription charges resulting from additional felony filings proceeding to preliminary examination.
- $6,986 - Increase in Jury Fees and Mileage charges resulting from both courtrooms being used to process jury trials.

FIXED ASSETS
$1,855 increase ($850 to $2,705)
- $755 - Purchase of typewriter for temporary staff building.
- $450 - Purchase of timeclock for temporary staff building.
- $1,000 - Purchase of four, two-drawer file cabinets for temporary staff building.
- $500 - Purchase of furniture for Criminal Justice Information System recommended by Data Processing.

REVENUES
$16,336 increase ($241,213 to $257,549)
- $26,032 - Increase in fines and forfeitures because of changes in bail schedules and increased activity.
- $4,872 - Increased State reimbursement for additional jury usage.
- ($14,568) - Decrease resulting from statutory elimination of 10% bail.

NET COUNTY COST
$19,677 increase ($318,156 to $337,833)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended appropriation for the Manteca-Ripon-Escalon Municipal Court has increased by $36,013 from $559,369 to $595,382. Approximately 48% of this increase is attributable to normal salary adjustments. All of the remaining increase, with the exception of $500 for the purchase of computer furniture, is related to the addition of the Commissioner position and the relocation of staff to the expanded, temporary quarters. Approximately 50% of these costs will be ongoing; however, they do include a one-time $5,000 telephone installation charge and $2,705 for the one-time purchase of Fixed Assets.

Recommended revenue estimates have increased by $16,336 from $241,213 to $257,549. While fine collections have increased by $26,032, there has been a $14,568 decrease in court fees collected. This decrease is believed to be related to the statutory elimination of 10% bail which formerly could be posted with the Court.

BUDGET UNIT: 208 MANTECA-RIPON-ESCALON MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: SALLY LAFAVERS

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To effect smooth transition from manual to automated processing of infractions.	1. Accomplished.
2. To relieve the judicial caseload by use of a commissioner pending approval of legislation and appointment of a judge.	2. Swore in Commissioner on February 17, 1987; legislation pending for judicial position.
3. To secure additional work space for clerical staff and storage space in addition to additional courtroom and judicial facilities.	3. Will have portable facilities to house courtroom and Civil and Small Claims Department ready for occupancy by July 1, 1987.
4. To develop programs on personal computer for automation in the area of accounting, statistical reporting, and calendaring.	4. Not accomplished.

1987-88 OBJECTIVES

1. To develop program for automation of purchasing on personal computer.
2. To improve service to public by creating access both physically and by phone to the separate departments.
3. To continue to pursue legislation for additional judicial position.

CONCURRENCE

Ms. Sally LaFavers, Chief Deputy Clerk, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 209 TRACY MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: LINA LONGMIRE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 321,251	$ 431,031	$ 458,616	$ 458,616	$ 27,585
• Svcs/Supplies	163,435	205,674	206,547	189,709	(15,965)
• Fixed Assets	3,175	7,695	5,519	3,499	(4,196)
TOTAL APPROP	$ 487,861	$ 644,400	$ 670,682	$ 651,824	$ 7,424
Earned Revenue By Source					
• Fines & Forfeits	$ 260,326	$ 283,750	$ 273,980	$ 273,980	$ (9,770)
• Aid-Other Govt	6,770	6,770	6,770	6,770	0
• Charges for Svcs	153,270	153,181	147,540	147,540	(5,641)
TOTAL REVENUE	$ 420,366	$ 443,701	$ 428,290	$ 428,290	$(15,411)
NET COUNTY COST					
• Mandated	$ 67,495	$ 200,699	$ 242,392	$ 223,534	$ 22,835
ALLOCATED POSITIONS	10.5	13.5	13.5	13.5	.0
TEMPORARY (FTE)*	1.9	0.6	0.5	0.5	(.1)
TOTAL STAFFING	12.4	14.1	14.0	14.0	(.1)

*Full-time equivalent

MANDATE

Municipal Courts are created under the provisions of Article VI, Section II of the California Constitution and operate under Sections 71000 to 72407 of the Government Code. Level of service is at the discretion of the Board of Supervisors, but is impacted by law enforcement activity.

PURPOSE

Responsible for judicial proceedings concerning felony preliminary examinations, civil suits involving amounts under $25,000, small claims involving amounts under $1,500, criminal misdemeanors involving a maximum penalty of one year in jail or a fine of $2,000, violations of local ordinances, infractions and parking; provides administrative and clerical support to the Court from initial case filing to final case disposition of all offenses within the jurisdiction of the Court; accounts for and distributes to the proper government agencies all monies received from forfeitures of bails, fines, and filing fees.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Felony	224	362	404	432	474
Misdemeanor	3,047	3,555	3,808	3,917	4,091
Infraction	14,335	16,355	15,984	16,070	16,413
Parking	1,392	1,412	1,356	1,723	1,790
Civil	615	568	756	675	687
Small Claims	508	735	744	528	532

BUDGET UNIT: **209 TRACY MUNICIPAL COURT**
DEPARTMENT: **MUNICIPAL COURT**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **LINA LONGMIRE**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$27,585 increase ($431,031 to $458,616)

- $25,961 - Increase for normal salary adjustments.

SERVICES & SUPPLIES
$15,965 decrease ($205,674 to $189,709)

- ($3,500) - Decrease in general office expense because automation of certain procedures reduced need for form printing.
- ($2,100) - Equipment maintenance needs reduced by installation of County telephone system.
- $800 - Increase for rent of new copy machine.
- $2,150 - Increased travel and training expenditures due to new staff and turnover.
- ($4,246) - Reduction in Data Processing Direct Charges.
- ($10,000) - Reduced previously overbudgeted accounts for Court Assigned Counsel, Assigned Judges and Jury Fees.

FIXED ASSETS
$4,196 decrease ($7,695 to $3,499)

- $2,409 - Postage meter to replace 18-year old machine.
- $590 - Replacement typewriter.
- $500 - Computer furniture for Criminal Justice Information System recommended by Data Processing.

REVENUES
$15,411 decrease ($443,701 to $428,290)

- ($9,770) - Decrease in fines which were overestimated in FY 1986-87.
- ($5,641) - Decrease in Court fees, due to statutory elimination of 10% bail.

NET COUNTY COST
$22,835 increase ($200,699 to $223,534)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Tracy Municipal Court stands on the threshold of major change, much of which is expected to take place during the 1987-88 fiscal year. A request for legislative authority to add a third judge to the District, formulation and implementation of plans to separate the present Manteca-Ripon-Escalon-Tracy Judicial District into two separate districts, and a possible decision at that time to add a fourth judicial position, place distinct obstacles in the way of projecting budget needs.

Additional uncertainties are presented by a predicted population influx during 1987-88 as the City of Tracy waste water disposal facility goes on-line and housing construction resumes. There is little doubt that a major population increase will bring with it additional Court revenues and increased demand for services.

Although revenues are projected to increase over FY 1986-87 Estimated/Actuals by only 3%, actual revenues could be much higher. If new boundaries are established between the present Eastern Department (Manteca) and Western Department (Tracy) in order to facilitate the early division of the District, the timetable for increased revenues and service demands will be advanced.

Capital improvement for the Western Department is in the planning stages. It is expected that the plan will include an additional courtroom, expanded Clerk and Marshals offices, and custody holding facilities for the future. During the interim period, the Court will continue to use two modular units for courtroom and clerical space.

BUDGET UNIT: 209 TRACY MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: LINA LONGMIRE

PROGRAM DISCUSSION FOR 1987-88 BUDGET

Salaries and Employee Benefits are recommended to increase by $27,585. This represents normal salary increases for current employees. The Court has not requested additional staffing except for the newly created extra-help position of Alternative Sentencing Administrator. Costs of this position are offset by the deletion of a previously budgeted extra-help Deputy Clerk I.

Two full-time Clerk I positions, authorized in the 1986-87 budget, have yet to be filled because of the inability to recruit employees with the desired skills. The Court has used extra-help for these positions resulting in a substantial savings to the County. Additionally, the flexibility of weekend and evening scheduling for those extra-help employees has permitted the Court to make the best use of available workspace.

The Services and Supplies object is recommended to decrease by $15,965, from $205,674 to $189,709. This decrease reflects reductions in several subobjects to more accurately reflect actual expenditures.

A total of $3,499 is recommended to purchase fixed assets. The replacement of an 18-year old postage meter is recommended at a cost of $2,409. Because the current machine issues an estimated $80 per month in excess postage, the new equipment will pay for itself in 30 months.

There has been a $15,411 reduction in revenue estimated for FY 1987-88. Approximately 2/3 of the reduction results from overestimated fine collections for the current fiscal year. The balance of the reduction, $5,541, is due to the statutory elimination of court-accepted 10% bail.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To lessen the judicial caseload through the use of a Commissioner pending approval of third judgeship from the State.	1. Appointed a Municipal Court Commissioner to the bench on February 18, 1987. Holding court sessions in a converted modular unit, he has substantially reduced the caseload of the two existing Judges.
2. To secure additional work space for clerical staff and storage.	2. Located a modular unit on Court premises, increasing clerk workspace by permitting transfer of stored files and supplies, as well as the law library.
3. To realize the potential of our new computer system in the clerical and judicial areas. Processes to be automated are accounting, statistics, calendaring, and budget projections.	3. Have made little progress to date in fully utilizing the Court's personal computer, but clerical staff reorganization is expected to provide a full-time assignment to this project during the 1987-88 fiscal year.
4. To evaluate the difference between bail posted prior to automated traffic system and the present. To determine if the revenue increase realized offsets the court time increase caused by the higher bail.	4. Have not made definitive study of the effect of enhanced bail schedule under the automated traffic system, but court traffic revenues appear generally unchanged since installation of the system. However, many defendants opt for traffic school, in lieu of posting bail or paying a fine, and court appearances have increased due to the increase in bail.

BUDGET UNIT: 209 TRACY MUNICIPAL COURT
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: LINA LONGMIRE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
5. To determine feasibility of video arraignment.	5. Not accomplished. Although the Court stands ready to explore the use of closed circuit television to reduce transportation costs for criminal arraignments, the project appears to pose substantial legal and logistical problems which must first be resolved.

1987-88 OBJECTIVES

1. To encourage early completion of capital improvements to the existing Court building, thus providing increased clerical work space.

2. To maintain a high level of service to litigants, both civil and criminal, while mindful of budget constraints and diminishing revenue sources for County government.

3. To utilize regular staff meetings to share ideas for improvement.

CONCURRENCE

Ms. Lina Longmire, Chief Deputy Clerk of the Tracy Municipal Court, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 212 PRETRIAL SERVICES
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: BILL E. SHEEHAN

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 87,597	$ 227,319	$ 275,966	$ 270,705	$ 43,386
• Svcs & Supplies	15,974	30,310	33,787	33,787	3,477
• Fixed Assets	3,055	0	400	400	400
TOTAL APPROP	$ 106,626	$ 257,629	$ 310,153	$ 304,892	$ 47,263
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 106,626	$ 257,629	$ 310,153	$ 304,892	$ 47,263
ALLOCATED POSITIONS	1.5	1.0	1.0	1.0	0.0
TEMPORARY (FTE)*	7.8	10.3	11.8	11.8	1.5
TOTAL STAFFING	9.3	11.3	12.8	12.8	1.5

*Full-time equivalent

MANDATE

This program is not mandated.

PURPOSE

Responsible for securing the earliest possible release of qualified defendants from custody, pursuant to judicially established guidelines for own recognizance release. Provides verified community ties and arrest history information to the Court for the purpose of bail and own recognizance releases. Responsible for the screening and processing of all misdemeanants for citation release pursuant to Penal Code Section 853.6.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86*	Est./Act. 86-87**	Proj. 87-88***
Felony Interviews	0	0	2,088	3,684	4,416
Pre-Arraignment Releases	0	0	254	385	462
Arraignment Releases	0	0	219	329	395
Traffic Interviews	0	0	288	175	0
Misdemeanor Interviews	0	0	148	0	0
Citation Release Evaluations	0	0	0	6,630	15,912
Citation Releases	0	0	0	3,320	10,343

*1985-86 Estimate based on initial eight-month operation.
**1986-87 Projections based on a twelve-month operation and a 25% increase in interviews.
***Based on a 20% increase in bookings over 1986-87 bookings.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 212 PRETRIAL SERVICES
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: BILL E. SHEEHAN

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

$43,386 increase ($227,319 to $270,705)

- $41,218 - Reflects salaries for continuation and expanded operation of the citation release program through Fiscal Year 1987-88.

SERVICES & SUPPLIES

$3,477 increase ($30,310 to $33,787)

- $1,352 - General operating increases for full-year funding of the citation release program.
- $2,407 - Increased copier rental charges, due to volume of citation release paperwork.
- $769 - Increase in Data Processing equipment to purchase $2,894 tape archival sub-system to back-up data base.

FIXED ASSETS

$400 increase (zero to $400)

- $400 - Reflects the cost of a desk for the courthouse-based interviewer.

NET COUNTY COST

$47,263 increase ($257,629 to $304,892)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended 1987-88 Pretrial Services budget reflects a $47,263 increase over last year's Approved budget. Approximately 85% of this increase results from full-year funding of the citation release program.

During the 1986-87 Fiscal Year, the Office of Pretrial Services entered into a six-month citation release pilot program with the Sheriff's Department. The pilot program was implemented to help expedite the release of qualified misdemeanants from the County jail--something deemed essential to the County's efforts to bring its jail overcrowding situation under control.

The Board of Supervisors approved a plan which called for the hiring of three 40-hour-per-week contract employees. Two of the contract employees work in the jail, processing misdemeanants for citation release. The other contract employee works at the courthouse 20 hours per week maintaining the pilot program statistics. This employee also works 20 hours per week maintaining statistics for the felony own recognizance (O.R.) division of Pretrial Services. Along with the three contract positions, two 16-hour-per-week temporary employees were hired to work citation release on the weekends.

The pilot program utilizes non-custodial personnel employed by the Office of Pretrial Services to perform what has traditionally been a law enforcement function; the screening and processing of misdemeanants for citation release. San Joaquin County is the first county in the State to civilianize the citation release process.

By utilizing Pretrial Services employees rather than sworn deputies for citation release, the County is realizing substantial salary savings. A function which used to be performed by deputies working overtime is now being performed by temporary or contract employees at lower cost. It is also being done more quickly, consistently, and objectively.

The increase in the number of releases brought about by placing the citation release processing responsibility with Pretrial Services has been substantial. For example, during January and February of 1987, 1,123 misdemeanants were released on citation. During the same period in 1986, there were only 541 citation releases. The pilot program has increased the number of releases over the same period last year by approximately 107% The County has gone from releasing an average of nine persons per day to releasing 22 per day. The program has reduced the release time for misdemeanants from 3.4 days to about 5.5 hours for those persons cited out.

BUDGET UNIT: 212 PRETRIAL SERVICES
DEPARTMENT: MUNICIPAL COURT
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: BILL E. SHEEHAN

PROGRAM DISCUSSION OF 1987-88 BUDGET

At current staffing levels, the County operates a 16-hour-per-day, 7-day-per-week citation release mechanism for a cost of $60,724. For the County to gain the maximum number of releases through its citation release program, the County Administrator recommends that the program be expanded to a 24-hour-a-day, 7-day-a-week operation. To do so would require a minimal increase in funding of $6,520.

This can be accomplished by converting one 30-hour extra-help, O.R. Interviewer to a 40-hour contract citation release position. For a cost of $6,529, the citation release program can be expanded to a 24 hour, weekday program. It is anticipated that an additional 40 individuals will be cited and released each week as a result of this expansion. The recommended increase in extra-help reflects this .25 FTE increase, coupled with the funding of the 3 contract staff for 12 months rather than 8.

The only other significant cost increase is $2,894 for the recommended purchase of a tape archival sub-system for the Office's personal computer. The tape archival sub-system will allow the Office to more efficiently back-up the data stored on their hard disk system. Because the Pretrial Services staff interviews approximately 90% of all individuals booked at the jail, the program is presently the only repository for a substantial amount of data. This information is critical to several key jail and court functions and, because it is not contained in any of the County's other data processing systems, could only be replaced by reentering two years of information from hard copy. Currently, back-up is provided through the use of 23 floppy disks, which is open to error and wastes valuable staff time.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To reduce the time between initial arrest and ultimate release on own-recognizance for defendants.	1. Continued to release felony defendants on O.R. within eight hours of booking.
2. To work closely with the Sheriff's Department to expedite the citation release of defendants interviewed by this program.	2. Implemented a citation release program which has increased the number of monthly citation releases by 107%.
3. To provide faster and expanded interview information to the outlying courts in Tracy, Manteca, and Lodi.	3. Expanded felony interviewing to the Tracy Judicial District thereby reducing the number of continuances based on lack of information.

1987-88 OBJECTIVES

1. To increase the number of misdemeanor citation releases per month by 25% over Fiscal Year 1986-87.
2. To increase the number of persons considered by Judges for felony own recognizance release by 25% of Fiscal Year 1986-87.
3. To provide expanded felony interview services to the courts in Manteca and Lodi.

CONCURRENCE

Mr. Bill E. Sheehan, Pretrial Services Program Manager, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL MARSHALS

RESPONSIBLE MANAGERS: NICK CROCI, ROBERT PETERSON,
RALPH JESSEE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 980,485	$ 1,123,257	$ 1,333,479	$ 1,283,284	$160,027
• Svcs/Supplies	44,589	73,655	96,902	96,902	23,247
• Fixed Assets	927	0	6,280	590	590
TOTAL APPROP	$ 1,026,001	$ 1,196,912	$ 1,436,661	$ 1,380,776	$183,864
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 0	$ 4,000	$ 4,000	$ 4,000
• Charges for Svcs	54,482	66,648	71,520	68,000	1,352
TOTAL REVENUE	$ 54,482	$ 66,648	$ 75,520	$ 72,000	$ 5,352
NET COUNTY COST					
• Mandated	$ 971,519	$ 1,130,264	$ 1,361,141	$ 1,308,776	$178,512
ALLOCATED POSITIONS	28.0	28.0	29.0	28.0	0.0
TEMPORARY (FTE)*	2.0	3.0	9.5	8.5	5.5
TOTAL STAFFING	30.0	31.0	38.5	36.5	5.5

*Full-time equivalent

SUMMARY

This presentation is a summary of the budgets of the three Marshals' Offices operating in San Joaquin County. They include: 217 Stockton Marshal; 218 Lodi Marshal; and 219 Manteca-Ripon-Escalon-Tracy Marshal.

PROGRAM HIGHLIGHTS

The following are major changes recommended for Marshal's operations in 1987-88:

- Additional appropriations for training of Deputy Marshals totaling $9,828 in the three Marshal's budgets.
- Increased extra-help appropriation for the Stockton Marshal totaling $96,160, allowing the Marshal to meet additional needs for bailiff services.
- Extra-help appropriation increases in the M-R-E-T Marshal's budget unit totaling $42,035 to cover for Marshal on extended medical leave and Senior Deputy Marshal on disability leave.
- Workers' Compensation charges totaling $16,548 for the three Marshal's budgets. These monies were not budgeted in the prior year.

BUDGET UNIT: **217 STOCKTON MARSHAL**
DEPARTMENT: **MARSHAL**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **NICK CROCI**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 409,282	$ 466,352	$ 573,621	$ 573,621	$107,269
• Svcs/Supplies	5,396	5,901	19,561	19,561	13,660
TOTAL APPROP	$ 414,678	$ 472,253	$ 593,182	$ 593,182	$120,929
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 414,678	$ 472,253	$ 593,182	$ 593,182	$120,929
ALLOCATED POSITIONS	11.0	11.0	11.0	11.0	0.0
TEMPORARY (FTE)*	1.1	1.1	5.0	5.0	3.9
TOTAL STAFFING	12.1	12.1	16.0	16.0	3.9

*Full-time equivalent

MANDATE

Section 71085 of the Government Code provides for a chief ministerial officer to provide bailiff and security services to the court. Level of service is not mandated but is impacted by court caseloads.

PURPOSE

Provides security to the Stockton Municipal Court; responsible for prisoners' security in the courtroom and in the security area.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Felony in Custody	4,130	4,810	5,401	5,907	7,114
Misdemeanor in Custody	4,398	5,269	6,142	6,404	7,468
Traffic in Custody	2,678	2,674	2,714	2,892	3,106
Felony not in Custody	5,800	5,200	5,718	5,814	6,058
Misdemeanor not in Custody	8,700	9,100	9,314	9,405	10,684
Traffic not in Custody	12,200	14,300	14,968	16,414	16,482
Civil Cases	2,941	3,380	3,604	3,792	4,142
Traffic Infractions	15,041	18,200	18,968	20,682	23,786
Small Claims	5,914	6,801	7,104	9,209	10,412
Juvenile Court	2,214	2,080	2,316	3,019	3,346
Miscellaneous Custody	957	708	692	914	1,114

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 217 STOCKTON MARSHAL
DEPARTMENT: MARSHAL
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: NICK CROCI

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS
$107,269 increase ($466,352 to $573,621)

- $96,160 - Increased extra-help appropriation.
- $11,109 - Normal salary adjustments.

SERVICES & SUPPLIES
$13,660 increase ($5,901 to $19,561)

- $8,787 - Newly budgeted charges for Workers' Compensation Insurance.
- $4,250 - Additional appropriation for newly instituted training programs.

NET COUNTY COST
$120,929 increase ($472,253 to $593,182)

PROGRAM DISCUSSION OF 1987-88 BUDGET

A $120,929 increase in appropriations is recommended for the 1987-88 fiscal year. Because the Stockton Marshal's budget unit contains no earned revenues, this increase is reflected as a Net County Cost.

The major increase recommended for FY 1987-88 is $96,160 in the Extra-Help account. This increase is based on Fiscal Year 1986-87 Estimated/Actual Expenditures. Significant growth in the Marshal's Extra-Help Account occurs for three reasons:

- First, the Stockton Municipal Court altered its calendering process to hear preliminary examinations for custody cases in multiple courtrooms. While this change expedited the Court's handling of cases, it placed increased demands on the Marshal's staff to provide high security bailiff services.

- Second, the Marshal has instituted a department policy which provides a minimum payment of four hours to any extra-help Deputy Marshal who is called in to work. This policy was initiated to stabilize the Marshal's extra-help workforce.

- Third, two of the Marshal's permanent staff are on long-term disability leave and must be replaced through the use of extra-help. It is not known at this time when the permanent staff will return to work.

A $13,660 increase in the Services and Supplies object, from $5,901 to $19,561, is recommended. This increase provides $8,787 to cover Workers' Compensation charges not budgeted in prior years. It also provides a $4,250 increase for the Marshal's training program. At the request of the Stockton Municipal Court, the Stockton Marshal has been working with private consultants to establish both in-house and external training programs for permanent and temporary employees of the Marshal's Office. These training programs are now being developed and will be fully operational during Fiscal Year 1987-88.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To assign regular Deputy Marshals to POST accredited training prior to January 1, 1987.	1. Established three lead officer assignments.

BUDGET UNIT: 217 STOCKTON MARSHAL
DEPARTMENT: MARSHAL
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: NICK CROCI

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. To reach agreement with the Sheriff's Department to fingerprint and book and release 300 plus prisoners now being processed by the Sheriff's Department at the County Jail.	2. Developed new plan placing permanently assigned staff in the courts.

1987-88 OBJECTIVES

1. To insure that temporary officers are assigned to specific courts and that work hours are solely determined by the needs of the court to which they are permanently assigned.

2. To develop staffing plan, training plan, and additional rules and regulations in conjunction with outside consultants.

CONCURRENCE

Mr. Nick Croci, Stockton Marshal, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 218 LODI MARSHAL
DEPARTMENT: MARSHAL
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT A. PETERSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 243,065	$ 278,093	$ 270,125	$ 270,125	$ (7,968)
• Svcs/Supplies	13,805	28,926	28,765	28,765	(161)
• Fixed Assets	927	0	590	0	0
TOTAL APPROP	$ 257,797	$ 307,019	$ 299,480	$ 298,890	$ (8,129)
Earned Revenue By Source					
• Charges for Svcs	$ 17,000	$ 30,000	$ 30,000	$ 30,000	$ 0
TOTAL REVENUE	$ 17,000	$ 30,000	$ 30,000	$ 30,000	$ 0
NET COUNTY COST					
• Mandated	$ 240,797	$ 277,019	$ 269,480	$ 268,890	$ (8,129)
ALLOCATED POSITIONS	7.0	7.0	7.0	7.0	0
TEMPORARY (FTE)*	0.0	0.8	0.8	0.8	0
TOTAL STAFFING	7.0	7.8	7.8	7.8	0

*Full-time equivalent

MANDATE

Section 71085 of the Government Code provides for a chief ministerial officer to provide bailiff and security services to the court. Section 262 of the Code of Civil Procedures mandates that the Marshal shall execute all processes and orders issued by competent authority. Level of service is not mandated but is impacted by court caseloads.

PURPOSE

Transports all prisoners to and from the Lodi Municipal Court; responsible for prisoner security in the courtroom; performs civil process service.

WORKLOAD DATA

Departmental activities include the service of process, the transportation of prisoners, and bailiff services:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Process Served	1,588	1,588	1,885	1,900	2,000
Prisoners Handled and Transported	1,420	1,560	2,340	3,000	3,000
Total Court Filings	20,571	22,023	26,976	25,650	26,900

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Requested amounts:

SALARIES & EMPLOYEE BENEFITS
$7,968 decrease ($278,093 to $270,125)

- ($7,968) - Decrease due to retirement of former Marshal, lower salaries and benefits being paid.

BUDGET UNIT: 218 LODI MARSHAL
DEPARTMENT: MARSHAL
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: ROBERT A. PETERSON

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$161 decrease ($28,926 to $28,765)

- ($2,259) - Decrease in Motor Pool cost due to use of automobile instead of van.
- $1,578 - Increase for attendance at seminars, including $1,181 for training of newly hired Deputy Marshal.
- ($775) - Decrease in law enforcement equipment to be purchased.
- $2,054 - Increase to cover costs of Workers' Compensation Insurance.

NET COUNTY COST
$8,129 decrease ($277,019 to $268,890)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Recommended Salary and Employee Benefits account for the Lodi Marshal's budget have decreased by $7,968, from $278,093 to $270,125. This decrease results from the retirement of the former Marshal and the vacancy created when Deputy Marshal Peterson was appointed Marshal.

The only significant cost increase recommended for FY 1986-87 is the purchase of an automobile for use in serving civil process. Currently a transportation van is used to serve process. Due to the increase in custody transportations, the vans are not available for use approximately 80% of the time on Mondays, Tuesdays, and Wednesdays. These days are main times for serving civil process and doing evictions. The use of the vans for civil process decreases their useful lives, resulting in more rapid replacement of these higher cost vehicles. Also, the maintenance cost of a van is 52% higher than that of an automobile.

The purchase of an automobile will allow the Marshal to continue the practice of serving civil papers during regular office hours. This practice has increased revenue by approximately $10,000 per year by eliminating mileage payments to Deputy Marshals serving process in their own automobiles after working hours. Unless another vehicle is made available, civil process will have to be served in private vehicles, thus reducing County revenue.

The retention of this revenue, coupled with the previously mentioned reduction in maintenance costs, will result in an estimated savings of $37,400 over the anticipated six-year life of the automobile. The cost of purchasing this automobile has been recommended in the Motor Pool Contribution Budget Unit 166.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue civil training for uniform personnel.	1. Not accomplished.
2. To send clerical personnel to civil process training.	2. Not accomplished.
3. To acquire a part-time deputy marshal to serve civil process and cover vacation periods.	3. Acquired part-time deputy. However, use was under estimated by 520 hours.

1987-88 OBJECTIVES

1. To establish written policies for Marshal's Office.

2. To organize clerical assignments by specific functions.

3. To improve courtroom security by utilizing part-time bailiffs during court usage periods.

4. To create new systems in office so spending can be monitored.

CONCURRENCE

Mr. Robert A. Peterson, Lodi Marshal, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 219 MANTECA-RIPON-ESCALON-TRACY MARSHAL
DEPARTMENT: MARSHAL
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: RALPH JESSEE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 328,138	$ 378,812	$ 486,333	$ 439,538	$ 60,726
• Svcs/Supplies	25,388	38,828	48,576	48,576	9,748
• Fixed Assets	0	0	5,690	590	590
TOTAL APPROP	$ 353,526	$ 417,640	$ 540,599	$ 488,704	$ 71,064
Earned Revenue By Source					
• Aid Other Govt	$ 0	$ 0	$ 4,000	4,000	4,000
• Charges for Svcs	32,373	36,648	41,520	$ 38,000	$ 1,352
TOTAL REVENUE	$ 32,373	$ 36,648	$ 45,520	$ 42,000	$ 5,352
NET COUNTY COST					
• Mandated	$ 321,153	$ 380,992	$ 495,079	$ 446,704	$ 65,712
ALLOCATED POSITIONS	10.0	10.0	11.0	10.0	0.0
TEMPORARY (FTE)*	0.9	1.1	3.7	2.7	1.6
TOTAL STAFFING	10.9	11.1	14.7	12.7	1.6

*Full-time equivalent

MANDATE

Section 71085 of the Government Code provides for a Chief Ministerial Officer to provide bailiff and security services to the Court. Section 262 of the Code of the Civil Procedures mandates that the Marshal shall execute all processes and orders issued by competent authority. Level of service is not mandated but is impacted by court caseloads.

PURPOSE

Transports all prisoners to and from the Manteca-Ripon-Escalon-Tracy Municipal Court; responsible for prisoner security in the courtroom; serves civil process.

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Est./Act. 86-87	Proj. 87-88
Prisoners Transported	N/A	3,627	4,183	4,357	4,575
Civil Process Served	N/A	2,590	2,804	2,989	3,138

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$60,726 increase ($378,812 to $439,538)

- $16,300 - Additional Extra-Help funds for coverage while Marshal is on extended medical leave.
- $3,400 - Special assignment pay for acting Marshal.
- $25,735 - Additional Extra-Help funds for coverage while Senior Deputy Marshal is on 4850 Disability Leave.

BUDGET UNIT:	**219 MANTECA-RIPON-ESCALON-TRACY MARSHAL**
DEPARTMENT:	**MARSHAL**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**RALPH JESSEE**

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES AND EMPLOYEE BENEFITS

- $2,500 - Increase in overtime to more accurately reflect actual time used during Fiscal Year 1986-87.
- $12,791 - Normal salary adjustments.

SERVICES & SUPPLIES

$9,748 increase ($38,828 to $48,576)

- $4,000 - Increase in training appropriation, to be reimbursed by Peace Officer Standards and Training (P.O.S.T.).
- $5,707 - Charge for Workers' Compensation Insurance.

FIXED ASSETS

$590 increase (zero to $590)

- $590 - Replacement of electric typewriter.

REVENUES

$5,352 increase ($36,648 to $42,000)

- $1,352 - Increased revenue from additional paper service.
- $4,000 - Reimbursement for P.O.S.T. training expenses.

NET COUNTY COST

$65,712 increase ($380,992 to $446,704)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended Manteca-Ripon-Escalon-Tracy (M-R-E-T) Marshal's budget reflects increases in appropriations for FY 1987-88 because of extraordinary circumstances affecting their top level personnel. One significant increase is $16,300 in additional Extra-Help funds to backfill for the Marshal, who is on extended medical leave. The M-R-E-T Office also has a Senior Deputy Marshal on disability leave whose position is being backfilled by extra-help, at a cost of $25,735. Additionally, two Deputy Marshals are receiving 5% for filling these positions in acting capacities, with the acting Marshal receiving an additional 5% for that special assignment.

The Services and Supplies appropriation has increased by $9,748 for FY 1987-88. An increase of $4,000 is recommended to send three Deputy Marshals to training provided through P.O.S.T. The cost of this training will be reimbursed, if the Marshal's Office receives P.O.S.T. affiliation. The training appropriation has been recommended contingent upon the Office securing such affiliation. The acting Marshal will be seeking a resolution from the Board in support of P.O.S.T. affiliation.

The remaining increase in appropriations is a $5,707 charge for Worker's Compensation Insurance which was not budgeted last fiscal year. It should be noted that $45,435 (69%) of the recommended increase in Net County Cost is related to replacing the Marshal and Senior Deputy Marshal. This increase is one time in nature and will not be ongoing.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
No FY 1986-87 objectives were submitted to the County Administrator.	

1987-88 OBJECTIVES

1. To acquire P.O.S.T. affiliation.

2. To send three employees to civil process school.

3. To complete Policy and Procedure Manual.

CONCURRENCE

Acting Marshal David Lee, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL SHERIFF-CORONER

RESPONSIBLE MANAGER: JOHN ZUNINO

Summary

General/	1985-86	1986-87	1987-88		
Fund: Fish & Game	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$16,466,396	$18,130,674	$20,329,451	$19,720,584	$1,589,910
• Svcs/Supplies	4,744,135	5,384,467	7,429,402	7,142,753	1,758,286
• Other Charges	2,873	9,500	9,500	9,500	0
• Fixed Assets	132,389	184,868	238,814	95,423	(89,445)
• Operating Trans	0	3,000	4,000	4,000	1,000
Total Expend	$21,345,793	$23,712,509	$28,011,167	$26,972,260	$3,259,751
• Intrafund Trans	(3,145)	(50,338)	0	0	50,338
TOTAL APPROP	$21,342,648	$23,662,171	$28,011,167	$26,972,260	$3,310,089
Earned Revenue By Source					
• Lic/Permits	$ 210	$ 200	$ 200	$ 200	$ 0
• Use Money/Prop	15,584	12,000	12,000	12,000	0
• Aid-Other Govt	412,425	381,358	1,009,650	1,009,650	628,292
• Chgs for Svcs	884,151	955,046	1,095,485	1,095,485	140,439
• Other Revenue	5,840	0	0	0	0
TOTAL REVENUE	$ 1,318,210	$ 1,348,604	$ 2,117,335	$ 2,117,335	$ 768,731
NET COUNTY COST					
• Mandated	$20,015,281	$22,280,206	$25,876,630	$24,837,723	$2,557,517
• Discretionary	9,157	33,361	17,202	17,202	(16,159)
TOTAL	$20,024,438	$22,313,567	$25,893,832	$24,854,925	$2,541,358
ALLOCATED POS	460.0	484.0	513.0	509.0	25.0
TEMPORARY (FTE)*	4.4	3.4	8.1	6.8	3.4
TOTAL STAFFING	464.4	487.4	521.1	515.8	28.4

*Full-time equivalent

SUMMARY

This presentation is a summary of the eight budget units administered by the Office of the Sheriff-Coroner. These include: 216 Sheriff-Coroner; 21601 STC Training; 21602 Boating Safety; 21615 POST Training; 226 Sheriff-Custody; 261 Central Morgue; 265 Fish and Game; and 533 Burials.

PROGRAM HIGHLIGHTS

The following are major changes recommended for Sheriff operations in 1987-88.

- An appropriation of $404,000 is recommended to provide six-month funding for 25 Deputy Sheriffs to create five additional POST positions for inmate security at the main Jail and the Honor Farm.
- Full-year funding of the food service contract is recommended with a net increased cost of $436,265. This cost will be reduced in future years upon completion of the kitchen remodeling at the Jail.
- The recommended increase in appropriations for Hospital support of the Jail medical program totals $406,539. This increase results from increasing average daily population at the Jail and medical enhancements necessary to obtain Jail bond monies.

BUDGET UNITS: ALL SHERIFF-CORONER

RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM HIGHLIGHTS

- An appropriation of $358,207 is recommended for Workers' Compensation charges not budgeted in the last fiscal year.
- An additional appropriation of $127,000 is recommended for overtime worked in the Custody facilities. This additional appropriation is required because of average daily inmate population increases and for buy-back during staff training absences.
- An additional appropriation of $53,103 for patrol overtime is recommended. This increase results from increased police services at events such as the Stockton Asparagus Festival and the Air Show. All costs are recommended to be offset by revenues received by charging private parties for the increased services.
- An appropriation of $82,330 is recommended to hire additional extra-help to staff the Alternative Work Program. Permanent staff allocated for the Alternative Work Program have been redeployed to the Citation Release Program to handle its increased activity.
- An appropriation of $728,792 is recommended for normal salary adjustments.

BUDGET UNIT: 216 SHERIFF-CORONER
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86	1986-87	1987-88		
	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$10,623,631	$11,476,221	$12,058,292	$11,960,923	$ 484,702
• Svcs/Supplies	1,716,599	1,817,450	1,981,192	1,874,784	57,334
• Fixed Assets	22,303	75,831	64,649	29,485	(46,346)
Total Expend	$12,362,533	$13,369,502	$14,104,133	$13,865,192	$ 495,690
• Intrafund Trans	(530)	(30,338)	0	0	30,338
TOTAL APPROP	$12,362,003	$13,339,164	$14,104,133	$13,865,192	$ 526,028
Earned Revenue By Source					
• Lic/Permits	$ 210	$ 200	$ 200	$ 200	$ 0
• Aid-Other Govt	249,277	140,342	508	508	(139,834)
• Charges for Svc	218,054	268,796	329,235	329,235	60,439
• Other Revenues	5,840	0	0	0	0
TOTAL REVENUE	$ 473,381	$ 409,338	$ 329,943	$ 329,943	$ (79,395)
NET COUNTY COST					
• Mandated	$11,888,622	$12,929,826	$13,774,190	$13,535,249	$ 605,423
ALLOCATED POSITION	286.0	308.0	290.0	286.0	(22.0)
TEMPORARY (FTE)*	0.8	0.7	2.0	0.7	0.0
TOTAL STAFFING	286.8	308.7	292.0	286.7	(22.0)

*Full-time equivalent

MANDATE

The activities performed by the Sheriff-Coroner are mandated by Sections 24000 and 26600 et seq., of the Government Code. Level of service is discretionary.

PURPOSE

Provides local police protection services to the unincorporated areas of the County; provides coroner services and other specialized law enforcement services to the entire County; enforces State laws within the cities; provides bailiff services to the Superior Court; serves civil process.

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Homicide	9	25	25	22	24
Rape	28	46	29	48	51
Robbery	129	155	129	150	161
Aggravated Assault	269	262	300	284	304
Burglary	2,363	2,668	2,981	2,594	2,776
Theft Over $200	1,563	1,640	1,663	1,726	1,847
Felony Arrest	879	1,034	1,137	1,250	1,338
TOTAL	5,240	5,830	6,264	6,074	6,501

BUDGET UNIT: 216 SHERIFF-CORONER
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$484,702 increase ($11,476,221 to $11,960,923)

- $53,103 - Increased overtime for policing special events. Increase is offset by revenues.
- $431,599 - Normal salary adjustments.

SERVICES & SUPPLIES

$57,334 increase ($1,817,450 to $1,874,784)

- $7,568 - Increase in office expense.
- $1,300 - Required first aid and CPR text, workbooks, and training material.
- ($24,216) - Decreased Communication charges.
- ($35,155) - No Data Processing equipment recommended.
- $12,244 - Increased Radio Maintenance.
- $40,501 - Increased Data Processing charges.
- ($24,019) - Decreased Casualty Insurance.
- ($17,500) - Reduced zone rates in air transportation contract.
- ($26,000) - Motor Pool charge reduction.
- $3,900 - Reconditioning of shotguns.
- ($9,530) - Decrease in law enforcement equipment.
- $1,200 - Cleaning costs for academy uniforms.
- ($3,908) - Decrease in small tools and instruments.
- $202,911 - Workers' Compensation contribution which was not required in last year's budget.
- ($70,110) - "Peace Officer Standards and Training Account" is now being budgeted under a separate budget unit, "POST Training".
- ($3,708) - Separation of "Professional and Specialized Services Account" into a new budget unit, "POST Training".

FIXED ASSETS

$46,346 decrease ($75,831 to $29,485)

- $15,265 - Replacement of old siren, public address, and light systems.
- $1,000 - Replacement of Communication Center time stamp recorders.
- $3,930 - Replacement of 10 bullet-proof vests.
- $710 - Mannequins for CPR training.
- $350 - Utility cart to move large evidence and deliver supplies.
- $500 - Fiberglass darkroom sink to replace broken unit.
- $600 - Replacement of damaged Communication Dispatcher chairs.
- $900 - Technical Services request for "mug shot" files.
- $1,180 - Two typewriters for Records and Crime Prevention units.
- $750 - Desk-top recorder for Detective narcotics unit.
- $600 - One dictating machine for new background investigators.
- $250 - Cabinet to store current inventory of Crime Prevention's films.
- $700 - Two file cabinets for the narcotics unit of Detectives.
- $900 - Three metal camera cases for the protection of Technical Services cameras.
- $500 - Bulk tape eraser for erasing Communication Center 24-hour log tapes.
- $1,350 - Nine metal clothes lockers for staff.

REVENUES

$79,395 decrease ($409,338 to $329,943)

- ($139,834) - State Peace Officers Training revenues are now being credited to a separate Sheriff's budget, "POST Training".
- $7,336 - New revenue from State for 911; and revenue from DVI cases and mental health hearings formerly budgeted in County Clerk's budget.
- $53,103 - Recommended new revenue from charging private parties for overtime incurred during policing of special events, e.g., Air Show and Asparagus Festival.

BUDGET UNIT:	**216 SHERIFF-CORONER**
DEPARTMENT:	**SHERIFF**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN ZUNINO**

SUMMARY OF MAJOR BUDGET CHANGES

NET COUNTY COST
$605,423 increase ($12,929,826 to $13,535,249)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Sheriff-Coroner's FY 1987-88 goals focus on full implementation of previously approved programs. This includes expansion of the "Community Car Program" to rural Escalon and Manteca, through the deployment of four officers, approved in 1986-87. The continued expansion of this program is a result of high numbers of calls for service, population growth, and a growing concern in the southern end of the County regarding burglary, vandalism, and trespass problems.

Highlights of this program are:

- The Community Car Program provides ten-hour per day, seven-day per week, high visibility patrol coverage in high density population centers within the County.
- Deputy Sheriffs assigned to the Community Car Program act as the crime prevention community relations officers of the Sheriff's Office.
- Two Deputies are assigned to each community car to allow seven-day per week coverage.
- Deputies spend much of their time seeking to establish and maintain personal relationships with the local population and business community.
- Deputies assigned to the program handle all crime activity occurring during their shifts.
- The Community Car Program establishes a highly visible law enforcement presence within these unincorporated areas.

The Sheriff will be exploring other areas which may also improve operating effectiveness. Implementation of an "off-highway vehicle" enforcement program to address concerns relating to trespass and safety will be started. An increase in the auxiliary force through a recruitment program of the Police Reserve Academy at Delta College is scheduled. The Sheriff's Office will also continue to expand the relationship between County residents, District Patrol Officers, and the Crime Prevention Unit through enforcement and preventative measures.

The recommended appropriations for Fiscal Year 1987-88 generally maintain present levels of service. An increase of $484,702 in Salaries and Employee Benefits is recommended for Fiscal Year 1986-87. A $53,103 increase in the Sheriff's overtime account is recommended. This increase reflects expenditures incurred during the policing of special events, such as the Air Show and the Stockton Asparagus Festival. These events demand intensive levels of police service and require the County to spend significant amounts for the buyback of overtime to meet this demand. For Fiscal Year 1987-88, the County Administrator is recommending that the private parties who sponsor these events, rather than the general taxpayer, bear the cost of the heightened police service. Consequently, it is recommended that this increased appropriation be offset by estimated revenue.

The remainder of the increase in Salaries and Employee Benefits, $431,599, is entirely due to normal salary adjustments.

The recommended reduction of 22 allocated positions reflects two actions. First, the recruitment and training pool of 20 unfunded Deputy Sheriff positions has been transferred to Budget Unit No. 21615. Additionally, two Lieutenant positions, inadvertently allocated to Budget Unit No. 216 during the Sheriff's management reorganization, are recommended to be reallocated to the Sheriff-Custody budget unit. These actions are technical in nature, have no cost, and do not alter present services.

Recommended appropriations for Services and Supplies generally reflect continuation of existing services. The largest increase is $202,911 in Workers' Compensation Insurance not previously budgeted.

BUDGET UNIT: 216 SHERIFF-CORONER
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

An increase of $15,265 is recommended for the last part of a two-year modernization program for siren, public address, and light systems on patrol vehicles. This increase will establish uniformity and replace all outmoded vehicle safety equipment. An appropriation of $3,930 for the replacement of 10 bullet-proof vests is also recommended. An additional $10,290 is recommended for the purchase of replacement office equipment.

The recommended reduction in revenues reflects the Board's April 1987 creation of a "recruitment and training pool". These revenues, as well as some costs in the Services and Supplies object, are now carried in Budget Unit No. 21615. No overall increase in Net County Cost results from this transfer.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To expand the Community Car Program to three additional communities.	1. The Community Car Program has been increased by two officers assigned to the French Camp area. Program duty hour scheduling now includes afternoon and evening hour deployment on a rotation basis throughout the affected communities.
2. To improve District Patrol coverage.	2. Continued to provide high level service with few complaints from citizens.
3. To establish a Critical Incident Management Team.	3. Within a seven-month period, the Critical Incident Management Team has successfully participated in 13 high-risk officer safety incidents including 4 barricaded subject situations, 2 search and arrest warrants involving homicide suspects, and 7 search warrants related to clandestine drug laboratories.
	4. Created computerized programs to initiate a limited crime analysis program.
	5. Enhanced drug enforcement and substance abuse recognition through training which will now qualify 30% of the personnel assigned to Field Forces as experts in court testimony.
	6. Increased Neighborhood Watch presentations by 60%, school presentations by 44%, developed intelligence information through neighborhood contacts to assist District Patrol Officers relative to criminal activity in their assigned areas.
	7. Acquired new "tele-recording" equipment and completed training in its use. It is projected that production will be vastly improved in the criminal records unit.

BUDGET UNIT: 216 SHERIFF-CORONER
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

1986-87 OBJECTIVES

1986-87 ACCOMPLISHMENTS

8. Shortened time frames for the eviction process to accommodate public service demands.

9. Reviewed and instituted procedural changes dictated by legislative changes in Civil Code.

10. Reviewed computer programmed operations in other Sheriff's Departments.

1987-88 OBJECTIVES

1. To increase the Community Car Program with an additional four officers affecting rural Escalon and Manteca.

2. To increase the auxiliary force through a recruitment program focused toward graduates of the Police Reserve Academy at Delta College.

3. To implement an "off-highway vehicle" enforcement program in an attempt to lessen public concern related to trespass and safety.

4. To evaluate a redesign of Patrol Districts according to workload with consideration given to geography. This evaluation will be made through computerized analysis to make better use of limited resources and improve public service.

5. To continue to pursue avenues to involve and expand the relationship of District Patrol Officers and the Crime Prevention Unit to provide public protection through enforcement and preventative measures.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT:	**21601 SHERIFF-STC TRAINING**
DEPARTMENT:	**SHERIFF**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN ZUNINO**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 9,807	$ 28,508	$ 30,821	$ 30,821	$ 2,313
• Svcs/Supplies	35,511	56,492	62,429	62,429	5,937
TOTAL APPROP	$ 45,318	$ 85,000	$ 93,250	$ 93,250	$ 8,250
Earned Revenue By Source					
• Aid-Other Govt	$ 45,318	$ 85,000	$ 93,250	$ 93,250	$ 8,250
TOTAL REVENUE	$ 45,318	$ 85,000	$ 93,250	$ 93,250	$ 8,250
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

This program is not mandated. Section 2-2353 of the San Joaquin County Ordinance Code provides for training of deputies and custodial officers. Level of service is discretionary and the costs of the program are reimbursed by the State through the Standards and Training for Corrections (STC) Program.

PURPOSE

Provides funding for the training of correctional personnel that are not covered by the Peace Officers Standards and Training Program.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Total Hours of STC Training	N/A	4,220	5,160	6,944	4,433

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$2,313 increase ($28,508 to $30,821)
- $2,313 - STC now recognizes the more expensive "core training".

SERVICES & SUPPLIES
$5,937 increase ($56,492 to $62,429)
- $5,937 - Increase is due to STC's rate change in "core" courses.

REVENUES
$8,250 increase ($85,000 to $93,250)
- $8,250 - Increased training hours allowance from State.

BUDGET UNIT: 21601 SHERIFF-STC TRAINING
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Standards and Training for Corrections Program is administered by the State of California, Department of Corrections. It was established to provide funding for the training of correctional personnel not covered by the Peace Officers Standards and Training Program. Program costs are State-reimbursed. In addition to paying the costs for sending personnel to training, overtime expense is reimbursed by the State when required due to staffing shortages created by the absence of personnel while attending training.

In 1986, the Board of Corrections adopted a new policy that recognized the significantly higher cost of Core Training. The policy establishes two categories of eligible staff. The first category includes eligible staff requiring annual, management, or administrative training. The second includes all eligible staff requiring entry-level or supervisory core/basic training. The funding granted core staff is 50% greater than for annual training. All recommended appropriation and revenue changes result from this change in policy.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To train existing custodial staff under the plan approved by the State.	1. Trained all 88 ongoing custodial staff in an average of 79 hours.
2. To train new staff in accordance with State standards.	2. Accomplished. Each will receive an average of 80 hours of training within their first year.
3. To document all costs and assure their prompt and proper reimbursement.	3. Documented and received reimbursements for all costs.

1987-88 OBJECTIVES

1. To train existing custodial staff under the plan approved by the State.

2. To train new staff in accordance with State standards.

3. To document all costs and assure their prompt and proper reimbursement.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 21602 BOATING SAFETY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 276,927	$ 322,877	$ 337,302	$ 337,302	$ 14,425
• Svcs/Supplies	60,768	99,485	101,367	101,367	1,882
• Fixed Assets	43,499	37,900	0	0	(37,900)
TOTAL APPROP	$ 381,194	$ 460,262	$ 438,669	$ 438,669	$(21,593)
Earned Revenue By Source					
• Aid-Other Govt	$ 163,148	$ 156,016	$ 121,486	$ 121,486	$(34,530)
TOTAL REVENUE	$ 163,148	$ 156,016	$ 121,486	$ 121,486	$(34,530)
NET COUNTY COST					
• Mandated	$ 218,046	$ 304,246	$ 317,183	$ 317,183	$ 12,937
ALLOCATED POSITIONS	7	7	7	7	0

MANDATE

The Boating Safety Program is part of the County's responsibility to provide law enforcement services in the unincorporated portions of the County. Funding for this program is derived from boat property taxes supplemented by a State grant based on number of miles of navigable waterways. Level of service is discretionary.

PURPOSE

Patrols waterways of San Joaquin County; provides search and rescue operations; recovers drowned bodies; aids injured persons; assists emergency medical personnel; enforces State and local regulatory activities; and inspects vessels.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Verbal Warnings	1,256	764	950	832	800
Citations Issued	564	679	1,270	1,537	1,250
Physical Arrests	3	9	28	32	42
Accident Investigations	36	34	47	39	34
Searches	16	24	32	41	50

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$14,425 increase ($322,877 to $337,302)
- $5,660 - Normal salary adjustments.
- $5,961 - Overtime increase due to salary adjustments, increased weekend coverage, and extended shifts.
- $3,377 - Increased coverage on major holidays.

BUDGET UNIT:	**21602 BOATING SAFETY**
DEPARTMENT:	**SHERIFF**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**JOHN ZUNINO**

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$1,882 increase ($99,485 to $101,367)

- ($2,574) - Equipment maintenance cost decrease.
- $1,028 - Increased administrative costs.
- $4,280 - Radio maintenance cost begun this fiscal year.

FIXED ASSETS
$37,900 decrease ($37,900 to zero)

- ($37,900) - No request in this budget for patrol boat, trailer, or related equipment.

REVENUES
$34,530 decrease ($156,016 to $121,486)

- ($34,530) - Boat property taxes (unsecured tax roll) are projected to increase which has decreased the State grant application amount needed.

NET COUNTY COST
$12,937 increase ($304,246 to $317,183)

- $12,937 - Totally supported by boat property taxes.

PROGRAM DISCUSSION OF 1987-88 BUDGET

In December of 1986, the Board of Supervisors approved the Sheriff Boating Safety Grant application for 1987-88. This recommended budget reflects the levels of expenditures and revenues approved at that time.

Increased holiday and weekend coverage along with development of a flexible, non-predictable patrol schedule are significant service improvements reflected in this budget.

The State Sheriff Boating Safety Grant has declined by $34,530 for 1987-88, from $156,016 to $121,486. As a result, the Net County Cost has increased by $12,937. This Net County Cost is covered by boat property taxes which are dedicated to the funding of this activity. Harbors and Navigation Code Section 663.7 specifies that State aid to the County may not exceed the total cost of the local boating safety and enforcement programs, less the monies received from personal property taxes on boats and fees charged for inspection of vessels.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To improve service to the public by upgrading present equipment and the purchase of two new portable water pumps for fire suppression or dewatering vessels.	1. Purchased two portable water pumps for fire suppression and dewatering vessels. These pumps have been used with success.
2. To expand the "Intoxicated Boat Operator" Program by the purchase of portable breath testers and increased training of officers.	2. Expanded the Intoxicated Boat Operators program. Training was increased in this area. Portable breath testing equipment was not purchased during this period due to the lack of support from DOJ in its use. Twenty-seven persons were arrested for operating a vessel while under the influence.

BUDGET UNIT: 21602 **BOATING SAFETY**
DEPARTMENT: **SHERIFF**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **JOHN ZUNINO**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
3. To obtain a boat-use survey of the County area by the California Department of Boating and Waterways to determine if patrol staffing should be expanded.	3. Completed a boat-use survey; however, recommendation for increased staffing was not made due to a freeze being placed on State subvention funds for staffing.
4. To improve effectiveness by having a flexible, non-predictable schedule of patrol activities; including some night-time patrol.	4. Implemented a flexible, non-predictable schedule of patrol, including nighttime, during peak periods of boating activity.
5. To expand holiday and weekend coverage to meet workload demand peaks with increased enforcement and assistance.	5. Expanded holiday and weekend patrol coverage to meet peak workload demands.

1987-88 OBJECTIVES

1. To expand the "Intoxicated Boat Operator" program by increasing the amount of drunk operator arrests and decreasing the number of boating accidents.

2. To expand holiday and weekend coverage to meet workload demand peaks with increased enforcement and assistance.

3. To meet the expected increased need for assistance and searches, due to increased boating traffic, with existing staff.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 21615 POST TRAINING
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 0	$ 234,702	$ 234,702	$234,702
• Svcs/Supplies	0	0	508,493	508,493	508,493
TOTAL APPROP	$ 0	$ 0	$ 743,195	$ 743,195	$743,195
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 0	$ 794,406	$ 794,406	$794,406
TOTAL REVENUE	$ 0	$ 0	$ 794,406	$ 794,406	$794,406
NET COUNTY COST	$ 0	$ 0	$ (51,211)	$ (51,211)	$(51,211)
ALLOCATED POSITIONS	0	0	20	20	20

MANDATE

This program is not mandated. Section 2-2353 of the San Joaquin County Ordinance Code provides for training of deputies. Level of service is discretionary and the costs of the program are reimbursed by the State through the State Peace Officers' Standards Training Commission.

PURPOSE

Provides funding for the training of sworn personnel that are covered by the Peace Officers' Standards and Training Program while attending academy.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Total Months of Academy Training	48	60	72	120	200

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$234,702 increase (zero to $234,702)
- $234,702 – Estimated cost for deputies in academy in excess of Sheriff-Coroner and Sheriff-Custody allocations.

SERVICES & SUPPLIES
$508,493 increase (zero to $508,493)
- $101,408 – Polygraph and psychological pre-employment tests.
- $402,600 – Tuition, meals, lodging for academy and other approved training.
- $4,485 – Workers' Compensation Insurance for persons attending academy.

REVENUES
$794,406 increase (zero to $794,406)
- $794,406 – State reimbursement of academy and other POST-approved training.

NET COUNTY COST
$51,211 decrease (zero to $51,211)

BUDGET UNIT: 21615 POST TRAINING
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Sheriff's Department, like all large organizations, experiences a significant ongoing turnover of personnel based upon promotion, retirement, voluntary terminations, dismissals for cause, and other factors. Over the past six years, the attrition rate for Deputy Sheriffs has been about 7%, and translates into an expected 1987-88 officer attrition of twenty deputies.

The officer attrition, if not effectively addressed, creates assignment vacancies within the Department. Due to minimum numbers required to function effectively in areas such as civil, coroner, and courts, the vacancies have generally been borne by the Patrol and Custody areas. In Patrol, working strength is reduced, and the Department is fielding fewer officers to answer citizen calls for service. In Custody, the continuous nature of workload demands, officer and public safety concerns, and liability considerations demand that working assignments be staffed despite vacancies. The vacancies which do occur at Custody are covered through the use of overtime.

The ability to fill vacancies in a more timely manner would improve Patrol working strength and reduce the need for overtime at Custody. The annual cost of covering a position through the use of overtime is $36,786 compared with $30,952 for a regular position salary and benefits.

The timely filling of vacant deputy positions is a significant problem primarily because of the long lead time required to transform an applicant into a functional deputy. In addition to the application, written test, and oral examination, individuals undergo psychological and polygraph testing and a background investigation prior to hiring. Upon hiring, the individuals are sent to a four-month academy and are evaluated and trained for three months at Custody and an additional three months in Patrol. Only after successful completion of all of these steps is an individual assigned full deputy duties. It is this twelve-month process, which includes hiring, academy, and evaluation/training, that makes timely filling of vacancies an important goal for the Department.

The process being proposed to remedy this problem involves placing more persons into the academy than the current Custody and Operations allocations would allow. This is needed due to the scheduling of academy classes, which creates a ten-month lag time between the beginning of one academy and the end of the next. Because of this lag time, any vacancies occurring during that time period will remain vacant from one to ten additional months before the twelve month replacement process can be started.

This budget unit provides twenty Deputy Sheriff positions for the purpose of placing persons in the academy to meet anticipated vacancies which, historically, run about 7%, or about twenty deputies, based on current allocations. Funding for 7.75 of these positions is recommended for the time periods when existing Custody and Operations allocations will be exceeded. This funding is fully offset by reimbursements from the Peace Officers' Standards and Training Commission (POST) for costs of academy training.

Thus, the additional allocation of twenty Deputy Sheriffs is required for peak "above" periods at academy class start-up, while the additional funding needed fluctuates from month-to-month and totals about 93 months or 7.75 positions.

Other hiring and training costs will be included in this budget, including some costs previously budgeted in the Sheriff-Coroner or Personnel Department budgets. These include pre-employment psychological exams and polygraph tests, which Personnel managed in 1986-87, as well as registration, meals, lodging, and mileage for academy and ongoing officer training managed in 1986-87 in the Sheriff-Coroner budget unit. Cost and responsibility center comparison between 1986-87 and the requested 1987-88 budget is detailed below for the Professional Services Account.

BUDGET UNIT: 21615 POST TRAINING
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87	1987-88
Polygraph Tests	$ 5,225 55 tests	$ 26,125 275 tests
Psychological Exams	$ 15,000 60 exams	$ 68,750 275 exams
Tactical, Hostage Team	$ 0	$ 2,750
Registration, Driver Exams	$ 3,708	$ 3,783
TOTAL	$ 23,933	$101,408

	1986-87	1987-88
Personnel Department:		
Polygraph	$ 5,225	$ 0
Psychological	15,000	0
Subtotal	$ 20,225	$ 0
Sheriff's Department:		
Driver, etc.	$ 3,708	$ 0
New Training Budget:		
Tactical Hostage	$ 0	$ 2,750
Driver, etc.	0	3,783
Polygraph	0	26,125
Psychological	0	68,750
TOTAL	$ 23,933	$101,408

The changes requested for the POST Training Account can be summarized as follows:

	1986-87	1987-88
Academy Costs	$ 17,510	$350,000
# Persons	5	100
Ongoing Costs	$ 52,600	$ 52,600
TOTAL	$ 70,110	$402,600

The ongoing training involves specialized courses in areas such as homicide, burglary, bailiff, patrol, and coroner investigations.

The POST Training Account has been a part of the Sheriff-Coroner budget, and is proposed for transfer into the new Training Budget Unit.

Revenues estimated for this budget unit are based upon POST reimbursements for academy-related costs. These reimburseable costs include meals, lodging, mileage, and tuition, as well as 40% of salary costs while attending academy. Estimated 1987-88 reimbursements are detailed below:

- 100 Deputy Sheriffs X 4-month academy: 400 months or 33.3 positions.
- 33.3 positions X 26 pay periods per year: 866 pay periods.
- 866 pay periods X 943.20 salary X 1.25 benefit: $1,021,014.
- $1,021,014 X 40% reimbursement rate:

$408,406

- Per diem 16 weeks X 5 days X $48.25 per day X 100 persons:

$386,000

TOTAL REVENUE $794,406

BUDGET UNIT: 21615 POST TRAINING
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

It should be emphasized that the revenue level is dependent upon the number of persons attending academies. Revenues shown in this budget unit are generated by all persons in academies while costs shown here cover only those positions in academy above Custody and Operations allocations. This means that a significant amount of academy salary costs will continue to be borne by the Operations and Custody budget units.

The impact of this new budget unit upon the Net County Cost of operating the Sheriff's Department can be summarized as follows:

Personnel & Sheriff-Coroner	
Expenditures transferred	$ 94,043
Revenues transferred	$139,834
Net County Cost	+$ 45,791

Training Budget	
Expenditures	$743,195
Revenues	$794,406
Net County Cost	-$ 51,211

The transferred costs and revenues compared with the training budget proposed has virtually no impact upon the Net County Cost. However, it must be borne in mind that traditional salary savings available at the end of the fiscal year to the County General Fund balance will be eliminated.

The loss of salary savings will be offset by two major improvements which will eventually occur.

- Full staffing levels for all units within the Department.
- Reduction of overtime expenditures within the Custody budget.

1987-88 OBJECTIVES

1. To train new and existing staff under plans approved by the State.

2. To document all costs and assure their prompt and proper reimbursement.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$5,548,994	$6,293,453	$ 7,658,719	$ 7,147,221	$ 853,768
• Svcs/Supplies	2,660,163	3,083,691	4,447,065	4,266,828	1,183,137
• Other Charges	2,873	9,500	9,500	9,500	0
• Fixed Assets	66,637	48,216	173,665	65,438	17,222
Total Expend	$8,278,667	$9,434,860	$12,288,949	$11,488,987	$ 2,054,127
• Intrafund Trans	(2,615)	(20,000)	0	0	20,000
TOTAL APPROP	$8,276,052	$9,414,860	$12,288,949	$11,488,987	$ 2,074,127
Earned Revenue By Source					
• Interest & Rents	$ 15,584	$ 12,000	$ 12,000	$ 12,000	$ 0
• Charges for Svcs	666,097	686,250	766,250	766,250	80,000
TOTAL REVENUE	$ 681,681	$ 698,250	$ 778,250	$ 778,250	0 $ 80,000
NET COUNTY COST					
• Mandated	$7,594,371	$8,716,610	$11,510,699	$10,710,737	$ 1,994,127
ALLOCATED POSITIONS	167.0	169.0	196.0	196.0	27.0
TEMPORARY (FTE)*	3.3	2.7	6.1	6.1	3.4
TOTAL STAFFING	170.3	171.7	202.1	202.1	30.4

*Full-time equivalent

MANDATE

The Sheriff is mandated by Section 26605 of the California Government Code to operate the County Jail and maintain its prisoners. The activities of the Custody Division (Jail) are mandated by Sections 4000 - 4029 of the Penal Code and Title 15 of the California Administrative Code. Level of service is regulated by professional standards along with State and Federal court decisions.

PURPOSE

Provide for the detention of persons awaiting trial and committed by judgment in accordance with State and local statutes.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.	Percent	86-87 Rated
	83-84	84-85	85-86	86-87	87-88	Change	Capacity
Average Daily Count							
Main Jail	427	464	495	600	696	(16%)	356
Women's Jail	99	97	106	100	119	(19%)	64
Honor Farm	296	305	373	425	569	(34%)	240
"I" Barracks	0	0	incl	50	50	(0%)	48
"G" Barracks	0	0	incl	40	40	(0%)	40
Total	822	866	974	1,215	1,474	(21%)	748

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

WORKLOAD DATA

	Actual			Est./ Act.	Proj.	Percent
	83-84	84-85	85-86	86-87	87-88	Change
New Bookings (Monthly Avg.)						
Men's Jail				1,601	1,873	(17%)
Women's Jail				330	366	(11%)
Honor Farm				346	363	(5%)
Total				2,277	2,602	(14%)
Releases (Monthly Avg.)						
Men's Jail				1,472	1,707	(16%)
Women's Jail				316	319	(1%)
Honor Farm				464	528	(14%)
Total				2,252	2,554	(13%)
Visitors (Monthly Avg.)						
Main Jail	1,287	1,538	1,566	1,461	1,694	(16%)
Women's Jail	445	450	487	510	606	(19%)
Honor Farm	1,648	1,906	2,061	2,344	3,140	(34%)
Total	3,380	3,894	4,114	4,315	5,440	(26%)
Medical Contacts with Inmates (Monthly Avg.)						
Main Jail	8,269	16,284	22,803	27,038	35,690	(32%)
Women's Jail	2,057	2,548	2,068	2,582	2,866	(11%)
Honor Farm	922	1,667	1,169	1,502	1,502	(0%)
Total	11,248	20,499	26,040	31,122	40,058	(28%)

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$853,768 increase ($6,293,453 to $7,147,221)

- $127,000 - Overtime due primarily to increased security needed for overcrowded conditions and Custodial Officers attending academy training.
- $404,000 - Six months funding for 25 Deputy Sheriffs.
- $82,330 - Extra-help appropriation to staff Alternative Work Program; allows redeployment of 3 allocated Deputy Sheriffs to Citation Release program.
- ($266,000) - Custodial Officer decrease due to projected conversion of 20 Deputy Sheriffs.
- $307,980 - Increase of Deputy Sheriff cost due to projected conversion to 20 Custodial Officers.
- ($98,735) - Funding of Food Service employees for only 13 pay periods until kitchen remodeling is complete.
- $297,193 - Normal salary adjustments.

SERVICES & SUPPLIES
$1,183,137 increase ($3,083,691 to $4,266,828)

- $39,663 - Clothing increase due to inmate population increase.
- $6,625 - Law enforcement equipment for 25 new Deputy Sheriffs.
- ($584,640) - Food purchases replaced with contract food service.
- $1,186,640 - Estimated cost of contract food service.
- ($25,000) - Household expense decrease because of food service contract, offset by average daily inmate population.
- ($10,135) - Paint for Main Jail, not budgeted in FY 1986-87.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

SUMMARY OF MAJOR BUDGET CHANGES

- $155,309 - Workers' Compensation contribution which was not required in last year's budget.
- $406,539 - Increased cost of medical and other services provided by San Joaquin General Hospital.

FIXED ASSETS
$17,222 increase ($48,216 to $65,438)

- $9,825 - Bullet-proof vests for 25 new Deputy Sheriffs.
- $3,025 - Clothes lockers for 25 new Deputy Sheriffs.
- $14,250 - Five portable radios and batteries to cover additional staff and down time.
- $5,000 - Two battery managers to increase life of rechargeable batteries.
- $13,600 - Metal lockers needed for Honor Farm inmates.
- $1,500 - Replacement laundry carts.
- $800 - Refrigerator/freezer for Work Furlough.
- $652 - Panels to accommodate typing return tables purchased in the 1986-87 budget.
- $900 - Two file cabinets for Honor Farm inmate commitments.
- $336 - Mini-blinds and sunscreens for the Women's Facility.
- $6,000 - Replace most of the current public address system which is beyond repair.
- $2,000 - Security control console to replace 30-year old console.
- $1,200 - Computer furniture for equipment purchased last fiscal year.
- $650 - New fingerprint and palm inker for the Honor Farm.
- $600 - Replacement live card bin for the Honor Farm office.

REVENUES
$80,000 increase ($698,250 to $778,250)

- $80,000 - Jail/Honor Farm revenue up $80,000 due to ADP increase.

NET COUNTY COST
$1,994,127 increase ($8,716,610 to $10,710,737)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended budget for the Sheriff's Custody Division reflects increases in security staffing which will be utilized to manage the growing inmate population. The recommended staff consists of 25 Deputy Sheriffs to enhance the supervision of inmates within the housing areas at both the Men's Jail and Honor Farm.

The Men's Jail maximum security housing area has three floors. Each is comprised of a north and south wing which is managed by one officer. Each wing is rated to house 64 inmates (4 per cell); however, they currently house 120 to 160 inmates (8 to 10 per cell). Due to the overcrowding, one officer cannot adequately manage both north and south wings and provide adequate inmate supervision. By adding 15 officers (five post positions) to the Men's Jail staffing, each north and south housing wing will be provided with one additional officer, 24 hours per day, 7 days per week. This will provide increased security and safety for both inmates and staff by reducing the number of inmates each officer supervises.

The Honor Farm housing consists of seven dormitory units. Two are special housing units: "I" barracks, which is used to house medium security inmates, and "G" barracks which houses sentenced females. The remaining five units house general population male inmates. Each general population unit is rated to house 48 inmates; however, each unit currently houses 76 to 80 inmates. In addition, the chapel was converted into sleeping quarters and houses approximately 68 inmates.

There are two officers assigned to supervise inmates housed in the five general population barracks and the chapel area. These officers are required

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

to maintain the general security and safety of the 450 inmates housed on the compound. In addition, the officers supervise various inmate activities. Due to overcrowding, additional officers are needed to provide adequate supervision and security for the compound. The addition of ten officers (two post positions) will provide improved security and safety for both inmates and staff. Because of the length of time required to recruit new Deputy Sheriffs, only six-months' funding is recommended. Total cost of six months' salaries and fringe benefits for the 25 new officers is $404,000.

On April 21, 1987, the Board of Supervisors approved a two-year food service contract with Service America Corporation. This contract is a result of an 18-month study aimed at improving food service at Custody. The contract consists of two phases. The first is an interim construction phase in which food will be provided from a Service America Corporation facility in Modesto and trucked to Custody for distribution and consumption. The second phase will be initiated after the completed renovation of the Custody food service facility. In this phase, food service will change to a "cook-chill" system. This system will accommodate an inmate population up to 2,100 inmates, totalling 44,000 meals per week.

The first phase commenced on May 1, 1987. The transition from the existing kitchen to offsite food service was a phased approach. All facilities now receive their meals from Service America Corporation's facility in Modesto. The Jail has been receiving approximately 27,000 meals per week. Meal quality has dramatically improved, and the Jail now meets the required nutritional standards for Title 15 and the National Academy of Sciences. The existing food service staff, seven people, are being used in the interim process to receive, portion, and control the serving of meals. This is necessary to insure that the meals sent are properly proportioned to prevent running out of food and incurring additional costs. Thirteen weeks of salaries and benefits for these positions have been recommended in this budget.

The cost per meal during the interim process was established at $1.12. It is estimated that Custody will purchase approximately 546,000 meals at a cost of $613,000. The price per meal will drop to $1.07 in phase two when meals will be prepared in the remodeled kitchen. A cost offset provided through the use of Federal surplus commodities such as butter, flour, cheese, beans, etc., is also anticipated. The remodeling of the kitchen will take approximately six to eight months to complete. During this period, the dining hall will be unusable. Therefore, an alternate feeding location will be required. Staff is exploring several options to accommodate this process. Upon completion of the remodeling, food service will enter phase two.

The Board of Supervisors has previously provided for additional bedspace to meet increases in inmate population; however, additional beds are still needed. One major project in the planning stage is the Honor Farm expansion. A facility is being redesigned to house sentenced inmates participating in Work Release programs. This facility will be designed following the County Jail Advisory Committee (CJAC) recommendations previously adopted by the Board of Supervisors.

Since 1978, the County has operated an Alcohol Reception Center at the Honor Farm. This unit was established to detain public inebriates arrested by police agencies. Since its creation, the population at the Honor Farm has increased dramatically and additional bedspace is required. This demand for bedspace has resulted in the need to relocate the ARC into temporary quarters. Upon relocation of the ARC, the current location is proposed to be reconverted into housing.

In November 1986, the Board of Supervisors authorized the creation of a pilot "Citation Release" program, detailed in Budget Unit No. 212. This program is a joint effort between Pretrial Services and the Sheriff's Department. In November, additional staff was added to Pretrial Services to facilitate the compiling of release paperwork on all misdemeanor bookings. This process was to be accomplished on a 16-hour basis. Sheriff's staff remained responsible for the actual release of qualified inmates.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

The "Citation Release" program has reduced the daily unsentenced misdemeanant population from an average of 119 to 59 inmates while increasing releases from a daily average of 11 to 22 inmates. This program has been an effective tool in managing inmate population.

Staffing for the release process was drawn from the Alternative Work Program as existing staff could not support the increased release workload generated by this program. Custody staff is used during release processing, to facilitate inmate movement, property return, and fingerprint verification. Three officers were redeployed from AWP to provide coverage for 16 hours a day to complement Pretrial Service's staff deployment. Consequently, the AWP functions, formerly handled by these officers, were handled through the use of extra-help. An additional appropriation of $82,330 is recommended to support the continued staffing of AWP through extra-help. Custody staff is now evaluating the possibility of using extra-help on an ongoing basis.

The estimated average daily inmate population (ADP) for Fiscal Year 1986-87 is expected to exceed ADP for 1985-86 by 25%. Because of this 25% increase, various Services and Supplies accounts reflect a corresponding increase. Besides food service, described above, increases totaling $81,663 are recommended in the clothing and household expense accounts.

The most significant increase in the Services and Supplies object is also largely driven by ADP increases. Health Care Services' support of the Jail medical program, which is directly charged to the Jail, is recommended to increase by $406,539, from $1,470,705 to $1,877,244. As shown in the chart below, this reflects only a portion of the overall Health Care Services' support of Custody and Criminal Justice programs, which totals nearly $2.8 million annually.

SUMMARY OF HEALTH CARE SERVICES
SUPPORT TO CUSTODY/CRIMINAL JUSTICE PROGRAMS

A. Jail Medical Program - Direct Costs

CATEGORY	85/86 BUDGET	86/87 BUDGET	86/87 ADJ/BGT	86/87 EST/ACT	87/88 REQUEST	SOURCE OF FUNDING
Med/Support MD/ADM/Nurse	$ 747,808	$ 840,918	$ 950,267	$ 937,566	$1,064,064	General Fund Sheriff's Dept.
Med/Warehouse Supplies	5,133	6,000	6,000	6,356	6,000	General Fund Sheriff's Dept.
Med/Pharmacy	36,500	46,000	46,000	64,074	61,841	General Fund Sheriff's Dept.
Med/CSR	5,455	5,000	5,000	6,648	7,246	General Fund Sheriff's Dept.
Med/Direct Purchase	8,000	8,800	8,000	9,936	8,000	General Fund Sheriff's Dept.
Spec. Diet & Supplies	9,900	9,900	9,900	15,358	7,500	General Fund Sheriff's Dept.
Motor Pool/ Misc.	3,000	3,000	3,000	1,260	0	General Fund Sheriff's Dept.
Subtotal	$ 815,796	$ 919,618	$1,028,167	$1,041,198	$1,154,651	General Fund

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

SUMMARY OF HEALTH CARE SERVICES
SUPPORT TO CUSTODY/CRIMINAL JUSTICE PROGRAMS

CATEGORY	85/86 BUDGET	86/87 BUDGET	86/87 ADJ/BGT	86/87 EST/ACT	87/88 REQUEST	SOURCE OF FUNDING
B. Hospital & Alcohol Program - Direct Support Costs						
SJGH Inpatient Care	$ 126,500	$ 110,000	$ 110,000	$ 178,600	$ 175,584	General Fund Sheriff's Dept.
SJGH OPD	215,616	173,500	173,000	225,315	233,584	General Fund Sheriff's Dept.
Laundry	90,111	90,000	90,000	120,000	125,000	General Fund Sheriff's Dept.
Ambulance/ Outside Hosp.	4,000	40,000	40,000	43,640	40,000	General Fund Sheriff's Dept.
Honor Farm Recep. Center	128,600	137,587	137,587	137,587	148,425	General Fund Sheriff's Dept.
Subtotal	$ 564,887	$ 551,087	$ 550,587	$ 705,142	$ 722,593	General Fund Sheriff's Dept.
Sheriff's Dept. Subtotal	$1,380,683	$1,470,705	$1,578,754	$1,746,340	$1,877,244	
C. Other Support Services						
Alcohol Serv. (Men & Women)	$ 55,999	$ 88,998	$ 88,998	$ 88,998	$ 109,022	State 90-10 Funding
Drug Services	2,500	2,500	2,500	2,500	2,500	State 90-10 Funding
Forensic MH Services	186,506	265,887	265,887	265,887	355,592	State 90-10 Funding
MH/PHF Crisis	150,000	165,000	165,000	121,620	138,075	State 90-10 Funding
Subtotal	$ 395,005	$ 522,385	$ 522,385	$ 479,005	$ 605,189	State 90-10
D. Starting Point						
	$ 299,833	$ 304,773	$ 304,773	$ 304,773	$ 310,347	County General Fund
Subtotal	$ 299,833	$ 304,773	$ 304,773	$ 304,773	$ 310,347	County General Fund
GRAND TOTAL	$2,075,521	$2,297,863	$2,405,912	$2,530,118	$2,792,780	

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

A. Jail Medical Program - Direct Costs

The budget recommended for direct costs for the Jail Medical Program is $1.1 million. This is an increase of $126,000. Most of the increase pays for five full-time positions allocated during FY 1986-87. The balance of the increase is due to pharmaceutical costs. The Direct Jail Medical Program costs includes salaries and benefits for all staff persons, pharmacy charges, supplies, special diets for inmates, and direct purchases. Approximately $80,000 of the increase is for staffing to comply with American Medical Association standards requiring physical examinations to be provided within the first 14 days of incarceration. Meeting this standard is considered critical because of overcrowded conditions and the possibility of an epidemic. Meeting this standard also enhances prospects for receiving jail bond monies.

The projected Jail Medical Program staffing for 1987-88 is shown below:

Full-Time		Part-Time	
Position	Number	Position	Number
Lead Clerk	1	LVN	4
Licensed Vocational Nurse	13	Clerk	3.5
Registered Nurse	4	RN	2
Clerk Typist II	2	Admin.	0.5
Clerk	1		
Nursing Assistant	1		10 positions
Nurse Practitioner	2		
Jail Physician	1		
Head Nurse	1		
Physician Assistant	1		
	27 positions		

B. Hospital and Alcohol Program - Direct Support Costs

This category outlines the actual direct costs for support services to the Jail Medical Program such as San Joaquin General Hospital inpatient and outpatient care. In addition to this, there are charges to the Sheriff's Department for costs for laundry, ambulance, outside hospitals, and the Honor Farm Reception Center. The budget increase for FY 1987-88 for this category is $172,000.

Certain costs, for example the $40,000 recommended for ambulance and outside hospital services, may have no benefit to the Jail. However, the County, by statute, is required to pay medical costs of arrested individuals whether or not it is a County arrest or the individual is even booked into jail.

C. Other Support Services

Within the custody setting, there are support services to the Sheriff's Department which are funded through State 90-10 funding. These services include Alcohol and Drug Services in the Honor Farm and Mental Health Services for all the facilities. The Forensic Mental Health Program alone has increased $90,000 from FY 1986-87 to FY 1987-88. This funding allows for a full complement of Mental Health staff in the Jail. The inmate referrals to the Psychiatric Health facility have increased from 38 in 1985 to 104 in 1986. These support services are essential for the well-being of inmates.

D. Starting Point

Starting Point is a Social Model Detoxification Program serving up to 20 men needing detoxification from acute alcoholism. The program also serves as an intake center for persons requiring residential treatment. The program diverts individuals from the criminal justice system, without which overcrowding at the Jail would be compounded.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

PROGRAM DISCUSSION OF 1987-88 BUDGET

The other significant increase in the Sheriff's Services and Supplies object is $155,309 recommended to pay for the Workers' Compensation contribution not required in last fiscal year's budget.

Major fixed assets recommended include a public address system for the Honor Farm compound. The existing system is 20 years old and continually needs repair. This system is used to make general announcements to the inmates in support of programs and services. An appropriation of $6,000 is recommended for this item.

A new intercom console is recommended to replace the existing console at the Women's Jail. This console holds the buttons that operate the security ingress/egress doors to the facility. The current console is approximately 20 years old and needs continual repair. Replacement at a cost of $2,000 is recommended.

The Sheriff's budget request differs from the Fiscal Year 1987-88 recommendations in several accounts, most notably Overtime, Clothing and Personal Supplies, and Household Expense. The preceeding accounts represent approximately $600,000 of the difference between the requested and recommended budget. The County Administrator, with the Sheriff's concurrence, has recommended lower appropriation levels for these reasons:

- Overtime - This account should be impacted by an unknown amount by the establishment of the Sheriff's recruitment and training pool. The account will also be reviewed to determine if cost savings can be effected.
- Clothing and Personal Supplies and Household Expense - These accounts will be reviewed to determine if more effective buying, inventory, and distribution controls can be implemented.

The recommended increase in Net County Cost for the Sheriff-Custody budget unit is $1,994,127. The total recommended Net County Cost of $10,710,737 represents a 23% increase over the FY 1986-87 Net County Cost of $8,716,610.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To establish pool of officers as replacements for attrition.	1. Selected and trained the staff assigned to transition the Women's Sentenced Facility. Opened facility August 9, 1986, to 40 female inmates assigned to Work Release Programs.
2. To prepare staff for the opening and operation of the Women's Sentenced Facility.	2. Reorganized Custody Division's management structure from a facility to functional orientation to enhance planning by the management team. The new structure provides for increased systems and process analysis.
3. To gain replacement staff for those reassigned to self-supporting programs.	3. Redeployed supervisors to provide round-the-clock coverage at each facility.
4. To develop a management plan that will provide long-range planning direction.	4. Reorganized Custody's Training Program to comply with a settlement agreement reached with the Fair Employment and Housing Commission to alleviate discrimination against female officers. The reorganization also enhances the Department's ability to evaluate all new employees without increasing training staff.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

1986-87 OBJECTIVES

1986-87 ACCOMPLISHMENTS

5. Established a Citation Release Program in cooperation with the Pretrial Services Office to increase the number of misdemeanor citation releases from Custody. Increased releases from 35% to 51% of all misdemeanors booked. Further increases are being planned.

6. Contracted Custody's food service to a private provider. This concludes a year-long process of study and evaluation to solve ongoing food service problems at Custody Division.

7. Completed the Department's Master Plan Study which identifies Custody Division's physical plant space needs for the next 20 years. This also included updating an earlier Jail Needs Assessment and Overcrowding Study.

8. Added 76 additional bunks in the Men's Jail to reduce the number of inmates sleeping on the floor.

1987-88 OBJECTIVES

1. To increase available bedspace to handle inmate population growth by:

    - Reclaiming the Alcohol Reception Center (ARC) as general population housing.

    - Program, design, and construct new minimum security beds to expand Honor Farm capacity.

2. To program, design, and construct an Intake Center to centralize all intake functions and implement automated booking process for the CJIS project.

3. To remodel and upgrade existing facilities to meet increasing demands:

    - Remodel kitchen to implement cook-chill food service system.
    - Remodel Men's Jail recreation yard and dining hall to allow segregation of inmates.
    - Remodel Women's Jail clinic to provide increased medical and mental health services.
    - Remodel Women's Jail kitchen storage area to provide staff dining and briefing room.
    - Refurbish Honor Farm dormitories to improve health and sanitation conditions.

4. To increase security staff to provide additional supervision required for increased inmate population.

5. To implement a new work schedule to provide needed management and operational improvements.

6. To develop and implement a "Civilianization Plan" to redeploy security officers in security-only positions.

BUDGET UNIT: 226 SHERIFF-CUSTODY
DEPARTMENT: SHERIFF
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: JOHN ZUNINO

1987-88 OBJECTIVES

7. To upgrade Custody's classification system to provide initial classification prior to housing and reclassification necessary to meet security and program needs.

8. To upgrade the Housekeeping Unit to improve sanitation at detention facilities.

9. To improve population management programs by:

   - Further expansion of misdemeanor citation release program.
   - Redesign work release program to support existing and future worksites.
   - Re-evaluate County parole program to increase utilization.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: ALL PROBATION DEPARTMENT

RESPONSIBLE MANAGER (ACTING): MALCOLM CURRY

Summary

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 5,568,249	$6,093,046	$ 6,666,137	$ 6,502,964	$ 409,918
• Svcs/Supplies	944,662	1,323,704	1,288,903	1,281,818	(41,886)
• Other Charges	347,888	364,294	360,609	311,462	(52,832)
• Fixed Assets	3,255	15,485	20,866	20,866	5,381
Total Expend	$ 6,864,054	$7,796,529	$ 8,336,515	$ 8,117,110	$ 320,581
• Intrafund Trans	(115,501)	(160,726)	(209,209)	(209,209)	(48,483)
TOTAL APPROP	$ 6,748,553	$7,635,803	$ 8,127,306	$ 7,907,901	$ 272,098
Earned Revenue By Source					
• Fines & Forfeit	$ 684,413	$ 800,000	$ 640,000	$ 640,000	$(160,000)
• Aid-Other Govt	1,054,553	1,285,838	1,350,906	1,301,759	15,921
• Charges for Svcs	82,101	60,420	84,238	84,238	23,818
• Other Revenue	2,005	2,056	1,911	1,911	(145)
TOTAL REVENUE	$ 1,823,072	$2,148,314	$ 2,077,055	$ 2,027,908	$(120,406)
NET COUNTY COST					
• Mandated	$ 5,024,288	$5,735,503	$ 5,993,945	$ 5,823,687	$ 88,184
• Support	(454,447)	(660,125)	0	0	660,125
• Discretionary	355,640	412,111	56,306	56,306	(355,805)
TOTAL NCC	$ 4,925,481	$5,487,489	$ 6,050,251	$ 5,879,993	$ 392,504
ALLOCATED POSITIONS	152.5	178.0	179.0	179.0	1.0
TEMPORARY (FTE)*	10.9	21.7	28.4	23.1	1.4
TOTAL STAFFING	163.4	199.7	207.4	202.1	2.4

*Full-time equivalent

SUMMARY

This presentation is a summary of the 16 budget units administered by the Probation Department. They include: 227 Probation-Juvenile; 22701 Juvenile Justice Delinquency Prevention Commission; 22702 Probation-Adult; 22708 Probation Training Program; 228 Juvenile Hall; 229 State Correctional Schools; 23006 Probation Day Care Centers; 232 Juvenile Court Work Project; 233 Probation Services; 23301 County Justice System Advisory Group; 23303 Jail Service Officer; 23304 Co-ops; 23305 P.C. 1000 Diversion; 234 Home Supervision; 544 Care of Court Wards-Probation; and 545 Alternate Care Homes.

PROGRAM HIGHLIGHTS

The following are major changes recommended for Probation operations in 1987-88:

- Full-year funding in the amount of $112,713 for three Probation Officer I/II's and three Clerk Typist II's added mid-year.

- Ten-month funding, $24,359 for Probation Officer I/II is recommended to handle Driving Under the Influence Unit caseload increases.

BUDGET UNITS: ALL PROBATION DEPARTMENT

RESPONSIBLE MANAGER (ACTING): MALCOLM CURRY

PROGRAM HIGHLIGHTS

- Decreased revenue totaling $160,000 due to proration of Driving Under the Influence fine payments.
- An additional appropriation of $30,013 to provide necessary extra-help to meet State-mandated supervision levels at Juvenile Hall.
- An appropriation of $16,935 is recommended to hire an extra-help Probation Officer I to provide early intensive contact with minors slated for out-of-home placement. This contact is designed to reduce the rate of placement and the number of minors detained awaiting placement.
- Recommended Workers' Compensation appropriations for all Probation budget units totaling $33,932. This cost was not budgeted in prior years.

BUDGET UNIT: **227 PROBATION-JUVENILE**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,813,109	$ 1,848,418	$ 1,886,546	$ 1,886,546	$ 38,128
• Svcs/Supplies	202,520	325,583	308,546	308,546	(17,037)
• Fixed Assets	580	1,950	3,550	3,550	1,600
Total Expend	$ 2,016,209	$ 2,175,951	$ 2,198,642	$ 2,198,642	$ 22,691
Intrafund Trans	(1,145)	0	0	0	0
TOTAL APPROP	$ 2,015,064	$ 2,175,951	$ 2,198,642	$ 2,198,642	$ 22,691
Earned Revenue By Source					
• Fines & Forfeits	$ 684,413	$ 0	$ 0	$ 0	$ 0
• Charges for Svcs	64,947	0	0	0	0
TOTAL REVENUE	$ 749,360	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 1,265,704	$ 2,175,951	$ 2,198,642	$ 2,198,642	$ 22,691
ALLOCATED POSITIONS	47.8	47.8	47.8	47.8	0
TEMPORARY (FTE)*	0.1	0.2	0.2	0.2	0
TOTAL STAFFING	47.9	48.0	48.0	48.0	0

*Full-time equivalent

MANDATE

Section 270 of the Welfare and Institutions Code mandates that there be the positions of Chief Probation Officer, Assistant Chief Probation Officer, Probation Officer, and Deputy Probation Officer in each county. Sections 281, 626, 653, 654, 706, 725, and 727 of the Welfare and Institutions Code provide for juvenile services, court coverage, investigation, and supervision.

PURPOSE

Serves and assists the Court in matters concerning juvenile delinquents, runaway and out-of-control youths, guardianship, stepparent adoptions, minority marriage consents, actions to declare children free from the custody and control of their parents, and other special investigations ordered by the Court.

WORKLOAD DATA

	--------Actual-------- 1983	1984	1985	Est./ Act. 1986	Proj. 1987
Referrals	4,574	5,803	6,009	6,430	6,750
Investigations	1,112	1,117	1,333	1,265	1,340
Caseloads:					
Placement	218	198	227	244	270
Regular	489	568	657	687	720

BUDGET UNIT: 227 PROBATION-JUVENILE
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$38,128 increase ($1,848,418 to $1,886,546)

- $38,621 - Normal salary adjustments.

SERVICES & SUPPLIES

$17,037 decrease ($325,583 to $308,546)

- ($5,786) - Reduction in general office expense, costs associated with relocation of office have been deleted.
- $5,792 - Increased Communications charges.
- ($2,000) - Decreased Motor Pool charges.
- $3,014 - Increased charges for Lawyer Referral Service administrative contract.
- ($24,522) - Decreased Data Processing Direct Charges.
- $28,631 - Increased charges for Workers' Compensation Insurance, not previously budgeted.
- ($3,118) - Decreased Casualty Insurance charges.
- ($6,070) - Decreased household expense, janitorial services now carried in Government Buildings budget.

FIXED ASSETS

$1,600 increase ($1,950 to $3,550)

- $2,305 - Purchase of video equipment for use in recording family interviews in New Direction's crisis intervention process.
- $130 - Purchase of storage cabinet.
- $885 - Vertical shelving.
- $230 - Purchase of microfiche reader.

NET COUNTY COST

$22,691 increase ($2,175,951 to $2,198,642)

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides funding for administrative services and the Juvenile Division.

Fiscal Year 1986-87 saw the consolidation of juvenile services at the Juvenile Justice Center. It is anticipated that the efficiency gained by this move will help compensate for the increased workload.

Juvenile referrals have increased 41% since 1983, which results in a 14% increase in investigations. Caseloads in the regular supervision unit have increased from an average of 98 cases per officer to 137 and, even after the addition of a fourth officer, the Placement Unit has experienced an increase from an average of 46 cases per officer to an average of 69. It is projected that juvenile referrals will continue to increase based on increased population.

This past fiscal year a procedure for securing reimbursement from parents for Juvenile Hall detention costs was implemented on a trial basis. All accounts were referred to the County Collector. The first six months saw collection of $1,543 on accounts totaling $15,630. An assessment will be made of the second six months of collection before a determination of cost effectiveness can be made.

The 1987-88 fiscal year Juvenile Services' focus will be on improved placement screening, including home detention with planned intervention.

Also planned is the expansion of equipment and training in the New Directions program to increase both efficiency and effectiveness in working with the pre-delinquent, runaway, and out-of-control minors referred.

BUDGET UNIT: 227 PROBATION-JUVENILE
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

Finally, the Probation Department will be exploring several capital projects including:

1. Upgrading the two remaining "old" units at Juvenile Hall focusing on life, health, and safety improvements.
2. Joining with the counties of Amador, Calavaras, and Tuolumne in a plan to use Proposition 52 monies to build an additional unit.
3. Determining the feasibility of providing adequate space for the Department's 40-student day care program - using funds generated from State Average Daily Attendance (ADA) payments.

The recommended budget contains no significant appropriations changes and maintains existing operations.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To assess cost-effectiveness of collecting for Juvenile Hall detention costs.	1. Instituted collection process for detention costs.
2. To complete the transfer of all Juvenile Intake information from paper records to electronic data processing.	2. Transferred all Juvenile Intake and Court Processing from paper to electronic records.
3. To complete the required State training for new and permanent staff.	3. Trained 100% of eligible staff - met State standards.
4. To utilize County training programs to strengthen skills at all levels.	4. Sent staff at supervisory, senior management, and clerical levels to County sponsored training.

1987-88 OBJECTIVES

1. To provide intervention to better control the out-of-home placement process.
2. To improve services available to pre-delinquent "601" minors.
3. To improve liaison with other justice system agencies and community based organizations serving youth.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 22701 DELINQUENCY PREVENTION COMMISSION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 7,200	$ 7,200	$ 7,200	$ 0
• Svcs/Supplies	5,775	1,000	1,000	1,000	0
TOTAL APPROP	$ 5,775	$ 8,200	$ 8,200	$ 8,200	$ 0
Earned Revenue By Source					
• Aid-Other Govt	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 0
TOTAL REVENUE	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 0
NET COUNTY COST					
• Mandated	$ 4,775	$ 7,200	$ 7,200	$ 7,200	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Juvenile Justice Commission is mandated by Section 225 of the Welfare and Institutions Code. The Delinquency Prevention Commission is not mandated. The level of service is discretionary.

PURPOSE

Inquires into the administration of Juvenile Court Law; coordinates Countywide delinquency prevention efforts.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Juvenile Justice Delinquency Prevention Commission is to inquire into the administration of the Juvenile Court Law, to annually inspect any lockup within the County used for minors, and to coordinate on a Countywide basis the work of agencies engaged in activities designed to prevent juvenile delinquency.

According to Section 231 of the California Welfare and Institutions Code, members of the Commission shall be reimbursed for necessary expenses incurred in the performance of their duties not to exceed the sum of $25 per meeting, not exceeding two meetings per month.

The Fiscal Year 1987-88 recommended appropriations and revenue estimates remain unchanged from Fiscal Year 1986-87.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To coordinate with and meet with other commissions.	1. Attended one and hosted one regional meeting.
2. To honor youth workers at Awards Banquet.	2. Honored 30 at banquet attended by 175 November 3, 1986 at Micke Grove.
3. To inspect County juvenile institutions.	3. Completed and coordinated inspection with CYA and Grand Jury.

BUDGET UNIT: 22701 DELINQUENCY PREVENTION COMMISSION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

1987-88 OBJECTIVES

1. To coordinate with and meet with other commissions.
2. To honor youth workers at Awards Banquet.
3. To inspect County juvenile institutions.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 22702 PROBATION - ADULT
DEPARTMENT: PROBATION
FUNCTION: LAW AND JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$1,034,185	$ 1,263,073	$ 1,459,049	$ 1,459,049	$ 195,976
• Svcs/Supplies	54,823	69,310	83,588	76,503	7,193
• Fixed Assets	0	12,630	7,116	7,116	(5,514)
TOTAL APPROP	$1,089,008	$ 1,345,013	$ 1,549,753	$ 1,542,668	$ 197,655
Earned Revenue By Source					
• Fines & Forfeits	$ 0	$ 800,000	$ 640,000	$ 640,000	$(160,000)
• Aid-Other Govt	0	55,800	65,000	65,000	9,200
• State-Other	0	0	16,000	16,000	16,000
TOTAL REVENUE	$ 0	$ 855,800	$ 721,000	$ 721,000	$(134,800)
NET COUNTY COST					
• Mandated	$1,089,008	$ 489,213	$ 828,753	$ 821,668	$ 332,455
ALLOCATED POSITIONS	38.0	45.0	46.0	46.0	1.0
TEMPORARY (FTE)*	0.0	0.1	0.2	0.2	0.1
TOTAL STAFFING	38.0	45.1	46.2	46.2	1.1

*Full-time equivalent

MANDATE

Penal Code Section 1203 et seq. mandates and enforces adult services. Additional mandates are contained in the Code of Civil Procedures.

PURPOSE

Serves and assists the court in matters concerning adult offenders and other special investigations ordered by the court.

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Actual 1986	Proj. 1987
Referrals:					
Regular	3,104	2,990	2,867	3,869	4,836
Drunk Driving	N/A	2,841	3,067	3,864	4,830
Total	3,104	5,381	5,934	7,733	9,666
Reports for Court:					
Diversion	242	496	1,007	1,476	1,845
1203c	18	45	46	68	85
Pre-Sentence	1,321	1,274	1,590	2,313	2,891
Supplemental	1,246	2,051	1,299	1,760	2,200
Total	2,827	3,866	3,942	5,617	7,021

BUDGET UNIT: 22702 PROBATION - ADULT
DEPARTMENT: PROBATION
FUNCTION: LAW AND JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Actual 1986	Proj. 1987
Caseloads:					
Regular	1,110	1,553	1,709	2,193	2,741
Average per Officer	222	259*	285	366	457
Drunk Driving	242	4,439**	5,732	7,749	8,750
Average per Officer	80	2,220	2,866	3,875	4,375
Management***	N/A	699	890	1,434	800
One Officer					
Diversion	N/A	N/A	N/A	N/A	1,400
Avg per Officer					700

*Increased from 5 - 6 officers.
**Drunk Driving Formal Probation began in 1984.
***Management caseload split in 1987 - one officer bank cases, two officers diversion cases.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$195,976 increase ($1,263,073 to $1,459,049)

- $112,713 - Full-year funding of three Probation Officer I/IIs and three Clerk Typist IIs added mid-year.
- $24,359 - Ten-month funding for recommended Probation Officer I/II position.
- $58,904 - Normal salary adjustments.

SERVICES & SUPPLIES
$7,193 increase ($69,310 to $76,503)

- $6,280 - Increase in postage due to automated billing system for accounts receivable.
- $2,075 - Increase in allocated Communications costs.
- ($2,649) - Decrease due to transfer of CPT maintenance to Data Processing.
- $1,639 - Increase in allocated Workers' Compensation Insurance.
- ($1,239) - Decrease in allocated Casualty Insurance costs.

FIXED ASSETS
$5,514 decrease ($12,630 to $7,116)

- $782 - Furniture required for replacement word processing printer.
- $230 - Microfiche reader.
- $259 - Utility cart.
- $4,000 - Filing system.
- $1,845 - Furniture for recommended new position.

REVENUE
$134,800 decrease ($855,800 to $721,000)

- ($160,000) - Decrease due to proration of Driving Under the Influence fine payments.
- $9,200 - Increase in DUI Administrative fees.
- $16,000 - State mandated revenues credited to Adult Division.

NET COUNTY COST
$332,455 increase ($489,213 to $821,668)

BUDGET UNIT: 22702 PROBATION - ADULT
DEPARTMENT: PROBATION
FUNCTION: LAW AND JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Adult Division has experienced a workload increase in all areas.

- 30% increase in referrals
- 42% increase in reports to the Courts
- 28% increase in average supervision caseload
- 35% increase in Driving Under the Influence cases

In response to the increased investigative workload, on January 27, 1987, the Board of Supervisors allocated three probation officers and three clerical positions. An additional $112,713 has been recommended to provide full-year funding of these six positions.

The Division has responded to the increased workload by developing and revising forms, setting up procedures to facilitate workflow, reassigning staff and utilizing overtime hours. The new positions, when fully trained, will ease the investigation workload.

The Driving Under the Influence unit was established in 1984 with a projected caseload ceiling of 5,000 to 5,500 cases. As of December 1986, the unit monitored 7,750 cases, an increase of 35% during the past year. The unit continues to process an average of 300 new cases per month. Mandated services provided by this unit have also been increased due to new legislation to include impoundment of vehicles, proof of insurance, and supplemental reports to the court to determine restitution.

When the DUI unit was established, it consisted of a Supervising Probation Officer III, one Probation Officer I/II, and two Clerk Typist IIs. One additional Clerk Typist II was allocated during 1985.

Because of the significant caseload increases, major tasks go unaccomplished. These include: (1) automatic review of 90-day expiration lists, resulting in lost jurisdiction and lost revenues; (2) purging and updating warrant files, resulting in potential liability to the County for false arrests; (3) monitoring of vehicle impoundments, resulting in potential liability to the County should the defendant be involved in an accident with the impoundment not being enforced; and (4) inability to set victim restitution within mandated time limits, resulting in failure to comply with court orders.

The Driving Under the Influence program has also proven to be both an effective tool against drunk driving and a significant generator of revenue. An additional Probation Officer I/II is recommended to provide adequate staffing and ensure that the County does not jeopardize this effective program. Without extensive monitoring by Probation staff, offenders tend to become lax in fine payments. For example, during the first six months of this fiscal year, 510 cases were referred to Probation by the County Collector for non-payment of fines. Bench warrant requests were entered on 269 of these referrals; however, 241, or 47%, resumed payment after intervention by the Probation Office.

The requested position will:

- "Work" accounts returned by the Collector
- Review cases, due to terminate, to ensure that all fines are paid in full
- Research warrants for accuracy to decrease the potential County liability should an illegal arrest occur

The recommended appropriation for Services and Supplies has increased by $7,193, from $69,310 to $76,503. The most significant increase is $6,280 recommended to cover mailing costs associated with Probation's new billing system. The automated accounts receivable system will be in operation in May 1987. This system will provide for monthly billing which should increase the collection of State fines, victim restitution, and County fees. Once experience is gained, additional revenues will be recommended in FY 1988-89.

BUDGET UNIT: 22702 PROBATION - ADULT
DEPARTMENT: PROBATION
FUNCTION: LAW AND JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

A total of $7,116 in Fixed Asset purchases is recommended for Fiscal Year 1987-88. Of this recommended appropriation, $4,000 is for the purchase of a filing system. Probation's Adult Division opens over 7,000 new files each year. Even with the planned off-site storage for some old, closed files, the Division's existing filing cabinets will be insufficient. At this time, $4,000 is recommended to purchase the necessary system upon completion of an internal review by the Probation Department as to the most efficient approach.

The reduced Probation Department revenue estimates for Fiscal Year 1987-88 are misleading. The State Controller's Office required proration of revenues effective July 1, 1986. Consequently, counties can no longer credit the initial portion of fines collected to their general funds rather than prorating them equally to the various restitution, State, and special accounts. Despite proration, when all funds are counted, County revenue has actually increased. This is because significant portions of Driving Under the Influence fines are paid to the various alcohol programs and trust funds for the criminal justice facility and courthouse construction. Because these funds are placed in trusts, and are not credited as reducing the Net County Cost, the Probation Department's revenue contributions are significantly understated. A comparison of DUI fines collected during the first six months of FY 1985-86 versus the first six months of FY 1986-87 is shown below:

	1985	1986
Administrative Fee	$ 26,417.60	$ 32,034.97
Alcohol Funds	3,725.46	225.81
General Fund	300,726.62	272,391.37
CJFCCF*	53,140.65	100,875.95
COUNTY	**$384,010.33**	**$405,528.10**
Restitution/DUI	$ 16,086.78	$ 1,935.20
Restitution/Victim	23,356.56	12,587.41
Penalty Assessment	136,315.79	256,296.81
Health and Safety	380.00	-0-
STATE	**$176,139.13**	**$270,819.42**
CITY	**$ 75,711.01****	**$ 21,773.06**
TOTAL COLLECTED	$635,860.47	$698,120.58

*Criminal Justice Facility and Courthouse Construction Trust Funds.
**Includes Overpayment.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To implement an automated system for accounts receivable.	1. Implemented an automated system for accounts receivable.
2. To update Policy and Procedure manuals.	2. Updated Policy and Procedure manuals.
3. To complete State-required training for new and permanent staff.	3. Completed State-required training for new and permanent staff.
4. To integrate the Fiscal/Recovery Unit with the Adult Division.	4. Integrated the Fiscal/Recovery Unit with the Adult Division.

BUDGET UNIT: 22702 PROBATION - ADULT
DEPARTMENT: PROBATION
FUNCTION: LAW AND JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

1987-88 OBJECTIVES

1. To utilize the automated accounts receivable system for monthly billing to increase collection of State fines, victim restitution, and County fees.
2. To maximize use of the automated accounts receivable system by requesting approval to impose additional service fees.
3. To photo I.D. serious high risk offenders supervised in the community.
4. To explore the use of the NIC Classification model to address the increases in supervision cases.
5. To complete State-required training for new and permanent staff.
6. To continue to update policy and procedure manuals.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 22708 PROBATION TRAINING PROGRAM
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 15,102	$ 16,375	$ 19,913	$ 19,913	$ 3,538
• Svcs/Supplies	37,432	42,835	41,337	41,337	(1,498)
TOTAL APPROP	$ 52,534	$ 59,210	$ 61,250	$ 61,250	$ 2,040
Earned Revenue By Source					
• Aid-Other Govt	$ 51,834	$ 59,210	$ 61,250	$ 61,250	$ 2,040
TOTAL REVENUE	$ 51,834	$ 59,210	$ 61,250	$ 61,250	$ 2,040
NET COUNTY COST	$ 700	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	1.3	0.9	1.1	1.1	0.2

*Full-time equivalent

MANDATE

The Probation Training Program is not mandated. Level of service is discretionary. All costs are reimbursed by the State.

PURPOSE

Provides for the training of Probation Department and Juvenile Hall staff at the officer, counselor, supervisor, manager, and administrative levels.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Number of Staff Trained	117	117	117	115	118

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$3,538 increase ($16,375 to $19,913)
- $3,538 - Increased number of counselors requiring basic training.

SERVICES & SUPPLIES

$1,498 decrease ($42,835 to $41,337)
- ($1,733) - Decreased per diem.
- ($1,522) - Decreased tuition.
- $2,400 - Added cost of testing.

REVENUES

$2,040 increase ($59,210 to $61,250)

BUDGET UNIT: 22708 **PROBATION TRAINING PROGRAM**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit appropriates funds for probation training through the State Standards Training For Corrections Program. All costs are State reimbursed.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To meet State standards for training in Probation Department.	1. Certified as having met State requirements.
2. To qualify for State compliance certification for 100% of staff.	2. Trained 100% of required eligible staff.

1987-88 OBJECTIVES

1. To meet State standards for training in Probation Department.

2. To qualify for State compliance certification for 100% of staff.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 228 JUVENILE HALL
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$ 2,055,335	$ 2,252,569	$ 2,493,454	$ 2,330,281	$ 77,712
• Svcs/Supplies	505,493	690,104	660,214	660,214	(29,890)
• Fixed Assets	2,675	8,735	10,200	10,200	1,465
Total Expend	$ 2,563,503	$ 2,951,408	$ 3,163,868	$ 3,000,695	$ 49,287
• Intrafund Trans	(114,356)	(160,726)	(209,209)	(209,209)	(48,483)
TOTAL APPROP	$ 2,449,147	$ 2,790,682	$ 2,954,659	$ 2,791,486	$ 804
Earned Revenue By Source					
• Aid-Other Govt	$ 107,629	$ 101,753	$ 107,395	$ 107,395	$ 5,642
• Charges for Svcs	17,154	4,620	19,238	19,238	14,618
• Other Revenue	2,005	2,056	1,911	1,911	(145)
TOTAL REVENUE	$ 126,788	$ 108,429	$ 128,544	$ 128,544	$ 20,115
NET COUNTY COST					
• Mandated	$ 2,322,359	$ 2,682,253	$ 2,826,115	$ 2,662,942	$(19,311)
ALLOCATED POSITIONS	66.2	66.2	66.2	66.2	0.0
TEMPORARY (FTE)*	9.1	15.6	22.0	16.7	1.1
TOTAL STAFFING	75.3	81.8	88.2	82.9	1.1

*Full-time equivalent

MANDATE

Section 850 of the Welfare and Institutions Code mandates the provision of a juvenile hall. The Welfare and Institutions Code further mandates that the hall is not to be connected with any jail/prison and that it is to be under the management and control of the Probation Officer. Level of service is mandated by the California Administrative Code, Title 15, which specifies that there must be one staff member on duty for each 10 minors in detention.

PURPOSE

Provides humane, temporary, secure, and physical care of minors pending disposition by the Juvenile Court before transfer to other jurisdictions or agencies. Juvenile Hall is San Joaquin County's detention facility for minors, up to 18 years of age, who have committed unlawful acts or who have violated the orders of the Juvenile Court.

WORKLOAD DATA

Juvenile Hall's detention capacity is 136. This is projected to meet detention needs for the immediate future. The average daily population, admissions, commitments, and average length of stay for minors during the past three calendar years and the first two months of 1987 are shown below:

BUDGET UNIT:	**228 JUVENILE HALL**
DEPARTMENT:	**PROBATION**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**MALCOLM R. CURRY**

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	1984	1985	1986	86-87	87-88
Average Daily Attendance	100.7	120.7	119.5	121.1	130.2
Admissions	2,660.0	3,125.0	3,351.0	3,304.0	3,535.0
Average Length of Stay	12.8	14.8	13.9	13.9	13.9
Commitments (% of Total Population)	18.9	20.3	28.6	27.0	27.0

There was a 7% increase in population from 1985 to 1986. Average Daily Attendance and Admissions projections for 1987-88 reflect a 7% increase over 1986.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$77,712 increase ($2,252,569 to $2,330,281)

• $30,013	- Increased Extra-Help funding necessary to meet State mandated supervision levels.
• $45,512	- Normal salary adjustments.

SERVICES & SUPPLIES
$29,890 decrease ($690,104 to $660,214)

• $3,420	- Increase in Office Supplies due to development of three new programs at Juvenile Hall and additional volume and cost of forms.
• $9,319	- Professional & Special Services increase, more hours for Family Nurse Practitioner and salary adjustments for medical staff.
• $2,128	- Increase in costs and quantities of personal supplies.
• $12,967	- Increase in prices and number of projected meals for Juvenile Hall and Mary Graham Children's Shelter.
• $11,483	- Household Supplies increase based on cost and volume of supplies currently used, including $3,000 for carpeting one unit.
• $1,640	- Increase in Medical and Laboratory account per Health Services.
• ($3,000)	- Decrease in motor pool costs based upon present spending pattern.
• ($64,429)	- Decrease in utilities. Projected FY 1986-87 costs were estimated high because there was no experience on costs/usage for Juvenile Division.
• $3,056	- Increase for newly budgeted Workers' Compensation Insurance.

FIXED ASSETS
$1,465 increase ($8,735 to $10,200)

• $3,000	- Portable radio for living unit now without security radio equipment.
• $1,250	- Replacement of 25 damaged chairs.
• $450	- Database software for personal computer.
• $800	- Replacement of electric typewriter.
• $500	- Replacement of 2 canvas laundry carts.
• $2,750	- Replacement of mimeograph machine.
• $600	- Two commercial vacuum cleaners to clean carpeted units.
• $400	- Replacement video cassette recorder.
• $200	- Purchase of microwave oven.
• $250	- Replacement of medical supplies refrigerator.

BUDGET UNIT:	**228 JUVENILE HALL**
DEPARTMENT:	**PROBATION**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**MALCOLM R. CURRY**

SUMMARY OF MAJOR BUDGET CHANGES

INTRAFUND TRANSFERS
$48,483 increase ($160,726 to $209,209)

$13,754	Additional charges to Mary Graham Children's Shelter to cover increased food and meal purchases.
$3,212	Additional charges to "users or tenants" of Juvenile Justice Center for services.
$3,334	Charges for Probation Services, New Directions, and Olympic Center (not charged in Fiscal Year 1986-87 budget).
$24,512	Higher anticipated STC Training Program charges (not charged in Fiscal Year 1986-87 budget).
$3,671	Charges to Home Supervision and Work Project Programs (not charged in Fiscal Year 1986-87 budget).

REVENUES
$20,115 increase ($108,429 to $128,544)

$14,618	State reimbursement for costs associated with detention of California Youth Authority parolees.
$6,027	Increase in reimbursement for milk and meal costs at Juvenile Hall.
($1,096)	State reimbursement for transporting juveniles to State institutions.

NET COUNTY COST
$19,311 decrease ($2,682,253 to $2,662,942)

PROGRAM DISCUSSION OF 1987-88 BUDGET

A significant increase in appropriations, $130,402 (from $253,987 to $384,389) has been requested in the Extra-Help account. Extra-help funds are used whenever Juvenile Hall sustains unit overcrowding or the population exceeds the State-mandated 1 to 10 staff-minor ratio. Extra-help staff is brought in to be in compliance.

The additional appropriation in extra-help is based on increased detentions at Juvenile Hall. Juvenile Hall maintains permanent staff to support an average daily attendance of 108. During the last year, attendance has averaged 121. The number of admissions at Juvenile Hall has increased 7% from 1985 to 1986.

The Average Daily Attendance for the first 8 months of the fiscal year has been 121.1 minors. It should be noted that only 3 months during this 8-month period had population totals less than 122 minors (August 120.0; September 102; December 118). In Fiscal Year 1986-87, Juvenile Hall had to establish 2 additional 24-hour, 7-day per week positions because of the population increase. During the first 2 months of 1987, the ADA has been 130.2 minors. During the month of March, the facility experienced a population high of 150 minors. The higher population trend has increased the need for extra-help staff to work on the living units by an additional 14 shifts.

Despite the increased population and corresponding increase in extra-help usage, the County Administrator recommends an increased appropriation of only $30,013, from $253,987 to $284,000. This recommendation is based on current fiscal year expenditures and historical salary savings resulting from vacancies. It is understood that such factors are subject to change. If the recommended appropriation level proves insufficient, the County Administrator will return to the Board of Supervisors and recommend additional appropriations.

All other recommended appropriations reflect maintenance of current service levels.

BUDGET UNIT: **228 JUVENILE HALL**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To complete the development of "mini" operation manuals for clerical, transportation, and supply.	1. Not accomplished. Procedures are still under review.
2. To update the Juvenile Hall Policy and Procedure Manual (a continuing process).	2. Accomplished. It will be a continuing process.
3. To review extra-help hiring processes and upgrade if necessary.	3. Accomplished. Hiring processes were reviewed, applicable procedures established.

1987-88 OBJECTIVES

1. To update the Juvenile Hall Policy and Procedure Manual.
2. To complete the development of "mini" operation manuals for clerical, transportation, and supply.
3. To continue staff awareness training in legal liabilities with respect to detained minors.
4. To review unit programming.
5. To develop proposal/criteria for a co-ed living unit.
6. To have key staff trained in hostage negotiations and develop process for training staff.
7. To assess and evaluate the Central Control work area in respect to remodeling, staffing needs, and reorganization of job duties to maintain a more efficient operation.
8. To have section supervisors update specific section manuals: Home Supervision/Work Project/Transportation/Kitchen/Units.
9. To develop a Mental Health manual by the Clinical Social Worker.
10. To have the Clinical Social Worker provide staff training in interpersonal communications.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **229 STATE CORRECTIONAL SCHOOLS**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 27,950	$ 33,800	$ 33,800	$ 33,800	$ 0
• Other Charges	30,351	30,000	36,000	36,000	6,000
TOTAL APPROP	$ 58,301	$ 63,800	$ 69,800	$ 69,800	$ 6,000
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 58,301	$ 63,800	$ 69,800	$ 69,800	$ 6,000
TOTAL STAFFING	0	0	0	0	0

MANDATE

Commitments of minors to the Youth Authority and payments for such commitments are mandated by Section 1731.5 et seq. and Section 912 of the Welfare and Institutions Code, respectively. Level of service is not mandated but is impacted by court and law enforcement activities.

PURPOSE

Provides funds for presentencing psychometric tests and diagnostic services to determine proper rehabilitation techniques for convicted juveniles; provides payments for minors committed to the Youth Authority.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Diagnostic Services-No. of minors	9	14	14	14	14
Average No. of minors at CYA institutions or foster homes	80	84	100	121	130
CYA Commitments	27	57	59	61	68
Recommitments	7	6	5	6	6

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$6,000 increase ($30,000 to $36,000)

- $6,000 - Costs have risen due to increase in number of minors maintained at the Youth Authority, increase in per-case cost and use of foster placement by CYA, and increased average length of stay per CYA rules.

NET COUNTY COST
$6,000 increase ($63,800 to $69,800)

BUDGET UNIT: 229 STATE CORRECTIONAL SCHOOLS
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides for diagnostic services for juvenile wards and for their cost of placement when committed to the California Youth Authority.

Prior to committing a minor to the Youth Authority, the Juvenile Court must make a determination that a minor's mental and physical condition render it probable that the minor will benefit by the Youth Authority Training Program. Diagnostic services are required in some cases to make this determination.

Because of the serious crimes committed by minors, not only has the Youth Authority commitment and recommitment rate increased, but also the number of minors requiring institutional placement and the average length of stay have increased. This boosts County costs.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue to monitor diagnostic service recommendations to assure optimum use of funds.	1. Stabilized costs. Primary Diagnostic referrals have been to the less costly BASIC Forensic group.

1987-88 OBJECTIVES

1. To continue to monitor diagnostic service recommendations to assure optimum use of funds.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 23006 DAY CARE CENTERS
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 145,204	$ 154,331	$ 165,852	$ 165,852	$ 11,521
• Svcs/Supplies	21,631	32,090	33,442	33,442	1,352
• Fixed Assets	0	1,050	0	0	(1,050)
TOTAL APPROP	$ 166,835	$ 187,471	$ 199,294	$ 199,294	$ 11,823
Earned Revenue By Source					
• Aid-Other Govt	$ 166,835	$ 187,471	$ 199,294	$ 199,294	$ 11,823
TOTAL REVENUE	$ 166,835	$ 187,471	$ 199,294	$ 199,294	$ 11,823
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	2	2	2	2	0
TEMPORARY (FTE)*	2	2	2	2	0
TOTAL STAFFING	4	4	4	4	0

*Full-time equivalent

MANDATE

Probation Day Care Centers are not mandated. Level of service is discretionary. Costs of this program are reimbursed by the State.

PURPOSE

Offers treatment and educational services to youths prior to that time when their delinquent behavior will require 24-hour institutional placement.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
The Exchange - Co-Ed Program					
Average # of students per month	19	18	16	17	17
Attendance Rate	88%	90.5%	85%	93%	90%
Academic Improvement (Grade Levels)	+1.5	+1.2	+1.0	+1.3	+1.0
The Olympic Center - Boy's Program					
Average # of students per month	18	21	17	17	17
Attendance Rate	96%	96.5%	95%	96%	95%
Academic Improvement (Grade Levels)	+1.2	+0.95	+1.0	+1.0	+1.0
The Exchange and Olympic Center					
Daily cost savings per day per child over placement	$41.59	$58.22	$63.00	$56.13	$60.00

BUDGET: 23006 DAY CARE CENTERS
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$11,521 increase ($154,331 to $165,852)

- $11,521 - Normal salary adjustments.

SERVICES & SUPPLIES

$1,352 increase ($32,090 to $33,442)

- $746 - Increase in allocated communication costs.
- $400 - Funds requested for drug testing.
- $148 - Allocated costs for Workers' Compensation Insurance.

FIXED ASSETS

$1,050 decrease ($1,050 to zero)

REVENUES

$11,823 increase ($187,471 to $199,294)

- $11,823 - Increase in State subvention from AB 90 funds.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides funding for two Day Care Centers. These are alternatives for wards of the Juvenile Court in lieu of out-of-home placement in private institutions or long-term detention at the Juvenile Justice Center. The program serves youths who have been labeled as habitual truants or hard-core delinquents. Participants receive high school credit.

There is no Net County Cost in this budget unit. The budgeted expenditures will be offset by $70,000 in ADA reimbursements from the State with the balance of $129,294 to be paid from County Justice System Subvention funds.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To maintain a cost-effective alternative to out-of-home placement.	1. Provided cost-effective alternative to out-of-home placement, $8.87/day versus $65.00/day.
2. To maintain an average attendance rate of 90%.	2. Maintained an average attendance rate of 95%.
3. To reduce criminal behavior of students assigned.	3. Reduced criminal behavior of students by 60%.

1987-88 OBJECTIVES

1. To maintain a cost-effective alternative to out-of-home placement.

2. To maintain an average attendance rate of 90%.

3. To reduce criminal behavior of students assigned.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **232 JUVENILE COURT WORK PROJECT**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 46,428	$ 54,222	$ 46,642	$ 46,343	$ (7,879)
• Svcs/Supplies	9,269	11,025	9,964	9,963	(1,062)
TOTAL APPROP	$ 55,697	$ 65,247	$ 56,606	$ 56,306	$ (8,941)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 55,697	$ 65,247	$ 56,606	$ 56,306	$ (8,941)
ALLOCATED POSITIONS	0.5	0.5	0.5	0.5	0.0
TEMPORARY (FTE)*	1.7	1.8	1.5	1.4	(0.4)
TOTAL STAFFING	2.2	2.3	1.9	1.9	(0.4)

*Full-time equivalent

MANDATE

The Juvenile Court Work Project is mandated. It was established upon an order of the Juvenile Court. Additionally, the Court has set the staff/minor ratio at 1:15.

PURPOSE

Provides community work experience as an alternative to detention at Juvenile Hall.

1. Provide a lower cost alternative to detention at Juvenile Hall.
2. Alleviate overcrowded conditions at Juvenile Hall.
3. Provide a sentencing alternative/option to judges, attorneys, and probation officers.
4. Provide a lower cost alternative to housing a minor in a placement facility.
5. Assist in the development of work skills that can be used to earn a livelihood in later years.
6. Improve the juvenile's ability to relate positively with adults and peers.
7. Encourage responsibility.

WORKLOAD DATA

The Juvenile Court Work Project is a co-educational activity. Work crews are usually divided into 15 boy/girl crews. During the first seven months of the 1986-87 fiscal year, the Work Project population ranged from a low of 17 to a high of 73.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Average Daily Attendance	32.7	47.1	38.5	30.0	41.0

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 232 JUVENILE COURT WORK PROJECT
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS
$7,879 decrease ($54,222 to $46,343)

- ($8,315) – Decrease in Extra-Help funds because of lower population projections.
- $436 – Normal salary adjustments.

SERVICES & SUPPLIES
$1,062 decrease ($11,025 to $9,963)

- ($1,106) – Decrease in Food account based upon population decrease and a three-year average of costs.
- ($329) – Decrease in Motor Pool based upon program population decrease and a three-year average of costs.
- $363 – Increase in Small Tools account based upon projected needs for projects that will occur on the living units.

NET COUNTY COST
$8,641 decrease ($65,247 to $56,606)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Juvenile Court Work Project presents a lower cost alternative to detention at Juvenile Hall. Participants in this co-educational activity spent approximately 23,720 hours on public projects during 1986-87. The Work Project benefits the taxpayers both in terms of public improvement and by providing direct fiscal benefit to the County. It costs $11.67 per day to care for a minor on a Work Project, compared to $56.00 per day to detain a minor in Juvenile Hall and $65.00 per day for private placement.

- Savings

  Minors assigned to the program provided the County with inexpensive labor. Work Project minors performed many jobs that the County would not have been able to accomplish due to monetary cutbacks. The Work Project contributed 23,720 hours to public/community projects. Translated into dollars at the pay scale of a Park Worker Trainee ($7.79 per hour), the Work Project savings amounted to approximately $184,779.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To serve as a cost-effective alternative to Juvenile Hall commitment.	1. Accomplished.
2. To provide 10,500 hours of service in maintenance of Juvenile Justice Center grounds.	2. Provided 9,488 hours.*
3. To provide 12,000 hours of maintenance of Juvenile Justice Center buildings.	3. Provided 8,302 hours.*
4. To assist in the development of an outside recreation yard in the northeast area of the Juvenile Hall grounds.	4. Being developed in conjunction with County Parks and Recreation Department.
5. To provide 14,000 hours of service in maintaining County parks and recreation sites and other County and non-profit facilities.	5. Provided 5,930 hours.*

*Note: Due to lower project population, hour goals were not met.

BUDGET UNIT: 232 JUVENILE COURT WORK PROJECT
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

1987-88 OBJECTIVES

1. To serve as a cost-effective alternative to Juvenile Hall commitments.
2. To assist in the maintenance of Juvenile Justice Center grounds.
3. To assist in the maintenance of Juvenile Justice Center buildings.
4. To assist in the development of an outside recreation yard in the northeast area of the Juvenile Hall grounds, if needed.
5. To assist in maintaining County Parks and Recreation sites.
6. To be available to community non-profit agencies.
7. To renovate Work Project field office, vehicles, and trailers.
8. To assist in vehicle maintenance of Probation and Juvenile Hall vehicles.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **233 PROBATION SERVICES**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 162,157	$ 175,042	$ 187,449	$ 187,449	$ 12,407
• Svcs/Supplies	3,884	10,589	10,660	10,660	71
• Other Charges	203,602	208,119	206,134	156,987	(51,132)
TOTAL APPROP	$ 369,643	$ 393,750	$ 404,243	$ 355,096	$(38,654)
Earned Revenue By Source					
• Aid-Other Govt	$ 1,431,982	$ 393,750	$ 404,243	$ 355,096	$(38,654)
TOTAL REVENUE	$ 1,431,982	$ 393,750	$ 404,243	$ 355,096	$(38,654)
NET COUNTY COST	$(1,062,339)	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	7.3	7.3	7.3	7.3	0

MANDATE

There is no mandate for this program. Level of service is discretionary. Costs are fully reimbursed through a State subvention.

PURPOSE

Provides administrative and clerical support for the Probation Department's County Justice System Subvention Programs.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$12,407 increase ($175,042 to $187,449)
- $3,384 - Normal salary adjustments.

SERVICES & SUPPLIES
$71 increase ($10,589 to $10,660)
- $71 - Increase for Workers' Compensation Insurance.

OTHER CHARGES
$51,132 decrease ($208,119 to $156,987)
- ($51,132) - Decrease in Women's Center community-based program.

REVENUES
$38,654 decrease ($393,750 to $355,096)
- ($38,654) - Revenues in this budget unit are equal to appropriations and paid from a State subvention.

NET COUNTY COST
There is no Net County Cost for this program.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides funding for administrative and clerical support of the following Probation Department programs: Home Supervision, Alternate Care Homes, Day Care Centers, Co-ops, and Jail Services Officer. This budget unit

PROGRAM DISCUSSION OF 1987-1988 BUDGET

is also the funding source for AB 90 community-based programs operated by the Center for Positive Prevention Alternatives, Women's Center, and Child Abuse Council. Allocations for these three programs are reflected below:

PROGRAM	1985-86 Actual	1986-87 Approved	1987-88 Recommended	% Increase/ (Decrease)
CPPA	$70,136	$73,642	$73,642	0
Women's Center	84,585	84,585	33,453	(60%)
Child Abuse Council	48,881	49,892	49,892	0

Past growth trends in both expenditures and cost-of-living adjustments indicate that for Fiscal Year 1988-89, there will be insufficient money to fund any programs operated by community-based organizations. Reductions are also expected in various non-mandated County-operated programs.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide support services to AB 90 funded services and programs operated by the Probation Dept.	1. Provided support services to AB 90 funded services and programs operated by the Probation Dept.

1987-88 OBJECTIVES

1. To provide support services to AB 90 funded services and programs operated by the Probation Department.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 23301 JUSTICE SYSTEM ADVISORY GROUP
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 1,440	$ 2,253	$ 2,253	$ 2,253	$ 0
TOTAL APPROP	$ 1,440	$ 2,253	$ 2,253	$ 2,253	$ 0
Earned Revenue By Source					
• Aid-Other Govt	$ 1,440	$ 2,253	$ 2,253	$ 2,253	$ 0
TOTAL REVENUE	$ 1,440	$ 2,253	$ 2,253	$ 2,253	$ 0
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The County Justice System Advisory Group is not mandated. It is, however, a requirement for participation in the County Justice System Subvention Program. Level of service is discretionary. Costs are fully reimbursed by State funds.

PURPOSE

Assesses local justice system needs; evaluates programs for meeting these needs; recommends programs to the Board of Supervisors for funding.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The County Justice System Advisory Group is a 16-member body, appointed by the Board of Supervisors, pursuant to the provision of Section 1807 of the State Welfare and Institutions Code. The Advisory Group is charged with assessing local needs, evaluating programs for meeting these needs, and preparing and forwarding a recommended application for funding. All costs of this budget unit are State funded. There is no Net County Cost.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To hold public hearing to assess local justice needs.	1. Held Public Hearing on January 9, 1987, to assess local justice needs.
2. To review proposals submitted for AB 90 funding and submit recommendation based on Board of Supervisors' guidelines.	2. Reviewed AB 90 proposals on March 6, 1987 and recommendations for funding were submitted.
3. To monitor and evaluate current non-mandated programs.	3. Completed nine-month evaluations on non-mandated programs.

BUDGET UNIT: 23301 JUSTICE SYSTEM ADVISORY GROUP
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

1987-88 OBJECTIVES

1. To hold public hearing to assess local justice needs.
2. To review proposals submitted for AB 90 funding and submit recommendation based on Board of Supervisors' guidelines.
3. To monitor and evaluate current non-mandated programs.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 23303 JAIL SERVICE OFFICER
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 41,149	$ 43,105	$ 45,350	$ 45,350	$ 2,245
• Svcs/Supplies	0	69	75	75	6
TOTAL APPROP	$ 41,149	$ 43,174	$ 45,425	$ 45,425	$ 2,251
Earned Revenue By Source					
• Aid-Other Govt	$ 41,149	$ 43,174	$ 45,425	$ 45,425	$ 2,251
TOTAL REVENUE	$ 41,149	$ 43,174	$ 45,425	$ 45,425	$ 2,251
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	1	1	1	1	0

MANDATE

The Jail Service Officer is not mandated. Level of service is discretionary. Costs are fully reimbursed through a State subvention.

PURPOSE

Supervises probationers who are serving time as a condition of formal probation; provides staff assistance to the County Board of Parole Commissioners; provides Court and Probation responsibilities information to inmates.

WORKLOAD DATA

Per Month	Actual 83-84*	Actual 84-85	Actual 85-86	Est./Act. 86-87**	Proj. 87-88
Average Jail Caseload	122	116	153	182	185
Average Parole Caseload	N/A	9	25	0	0
Orders Signed	N/A	18	17	30	35
Reports Submitted	N/A	N/A	14	16	20

* This program was deleted at the beginning of the 1983-84 fiscal year. It was reinstated in September 1983 to assure adequate social services components in a newly revitalized jail program.

**Deleted parole caseload as Jail Officer does not supervise. New data added on court reports.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$2,245 increase ($43,105 to $45,350)
- $2,245 - Normal salary adjustments.

REVENUES
$2,251 increase ($43,174 to $45,425)
- $2,251 - Increase in subvention funds.

BUDGET UNIT: 23303 JAIL SERVICE OFFICER
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

The primary responsibility of the Jail Service Officer is the supervision of adult male and female offenders who are sentenced to serve more than 60 days as a condition of formal probation by either the Municipal or Superior Court.

Services provided include the following:

- Present, explain, and have signed the Court Orders granting probation.
- Act as liaison for other probation officers for the placing and releasing of detainers on probationers in custody.
- Acquaint the inmate with available programs and community services peculiar to his or her own needs.
- Provide transportation to medical appointments and job interviews.
- Provide information to the County Parole Board.
- Prepare subsequent court reports on new violations and restitution matters.
- Provide significant orientation for the probationer between incarceration and release date to facilitate re-entry into the community.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide probation counseling and supervision for jail inmates serving time as a condition of probation.	1. Provided probation counseling and supervision services to an average of 182 jail inmates per month.
2. To meet legal standards for service of terms of probation on inmates and establish restitution when required.	2. Provided legally required service of terms of probation to an average of 30 inmates per month.
3. To provide coordinated social services at the Jail.	3. Curtailed supplemental social services due to increase in required reports. Prepared 72 violation reports and 120 restitution reports.

1987-88 OBJECTIVES

1. To provide probation counseling and supervision for jail inmates serving time as a condition of probation.
2. To meet legal standards for service of terms of probation on inmates.
3. To prepare subsequent court reports and establish restitution matters.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **23304 CO-OPS**
DEPARTMENT: **PROBATION**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **MALCOLM R. CURRY**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 123,771	$ 129,315	$ 136,050	$ 136,050	$ 6,735
• Svcs/Supplies	7,426	9,716	9,854	9,854	138
TOTAL APPROP	$ 131,197	$ 139,031	$ 145,904	$ 145,904	$ 6,873
Earned Revenue By Source					
• Aid-Other Govt	$ 131,197	$ 139,031	$ 145,904	$ 145,904	$ 6,873
TOTAL REVENUE	$ 131,197	$ 139,031	$ 145,904	$ 145,904	$ 6,873
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	3	3	3	3	0

MANDATE

The Co-op Program is not mandated. Level of service is discretionary. Costs are fully reimbursed by State funds.

PURPOSE

Coordinates youth services between the Probation Department and the Police Departments of Lodi, Manteca, and Tracy; provides delinquency prevention, crisis intervention, diversion and probation supervision; develops and supports community programs which meet youths' needs.

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Est./Act. 1986	Proj. 1987
Referral	1,232	1,367	1,338	1,292	1,332
Diverted	979 or 79%	1,140 or 83%	1,148 or 86%	1,088 or 84%	1,132 or 85%
Restitution Collection	$15,098	$17,709	$20,921	$22,935	$21,000

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$6,735 increase ($129,315 to $136,050)
- $6,735 - Normal salary and fringe benefit increases.

SERVICES & SUPPLIES
$138 increase ($9,716 to $9,854)
- $195 - Allocated Workers' Compensation Insurance.

BUDGET UNIT: 23304 CO-OPS
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES
$6,873 increase ($139,031 to $145,904)
- $6,873 - Increase in State subvention.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Police/Probation Cooperative Committee Services Program, also known as Co-ops, combines Police and Probation staff to coordinate services of the Probation Department and the Police Departments of Lodi, Manteca, and Tracy into a joint operational base within the three communities. The program is designed to accomplish the following:

- Improve communication between police and probation.
- Increase participation by police and probation personnel in community services.
- Provide increased resources for delinquency prevention at the local level.
- Increase participation in the Juvenile Justice System.
- Increase crisis intervention services.

It is anticipated that referrals will increase due to continued population growth in these areas.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To continue to provide local diversion and intervention services resulting in significant diversion of youngsters from the Juvenile Justice System.	1. Provided diversion services for 84% of cases referred.
2. To provide/arrange for community services to host cities.	2. Completed 52 hours of in-house community service and 2,566 hours of formal community service
3. To assist victims of juvenile crime in gaining restitution for their losses.	3. Collected $22,935 in restitution for victims.

1987-88 OBJECTIVES

1. To continue to provide local diversion and intervention services resulting in significant diversion of youngsters from the Juvenile Justice System.

2. To provide/arrange for community services to host cities.

3. To assist victims of juvenile crime in gaining restitution for their losses.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 23305 PC1000-DIVERSION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 29,322	$ 44,935	$ 43,905	$ 43,905	$ (1,030)
TOTAL APPROP	$ 29,322	$ 44,935	$ 43,905	$ 43,905	$ (1,030)
Earned Revenue By Source					
• Aid-Other Govt	$ 29,322	$ 44,935	$ 43,905	$ 43,905	$ (1,030)
TOTAL REVENUE	$ 29,322	$ 44,935	$ 43,905	$ 43,905	$ (1,030)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Penal Code 1000 - Diversion Program is not mandated. Level of service is discretionary. Cost of this program is completely reimbursed by the State.

PURPOSE

Provides funding for two Substance Abuse Counselors for drug diversion programs used as an alternative to prosecution and detention of drug offenders.

WORKLOAD DATA

	-----Actual----- 84-85	-----Actual----- 85-86	Est./ Act. 86-87	Proj. 87-88
Number of Referrals	492	733	750	800
Criminal Justice Referrals	N/A	569	675	700
Waiting Period	2-4 Months	2 Weeks	3-4 Weeks	3-4 Weeks
Clients on Waiting List	80	30	50	50

The PC1000 Diversion Program has been funded by AB 90 funds since 1984.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES AND SUPPLIES
$1,030 decrease ($44,935 to $43,905)
- ($1,030) - New staff at lower step on salary schedule.

REVENUES
$1,030 decrease ($44,935 to $43,905)
- ($1,030) - Decrease in State subvention (AB 90).

BUDGET UNIT: 23305 PC1000-DIVERSION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Outpatient Drug Free Program provides outpatient counseling and treatment in a drug-free setting. The program utilizes individual and group counseling. This includes urinalysis testing twice per week. The program has the services of a vocational counselor to aid in job training and placement activities.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To maintain the one-to-two-week period for court referrals to the Outpatient Drug Free Program.	1. Not accomplished. Due to an increase in referrals from the Criminal Justice System, volunteers, and other agencies, the waiting period has increased to four to six weeks.
2. To provide an education program for 150 court referrals.	2. Provided a 12-week educational program, two hours per week, with 60% of clients completing the program.
3. To provide the full six-month program to 90 clients.	3. Provided the full six-month program to 90 clients (total 180 clients) with a completion rate of 45%.
4. To reduce arrests of program clients by 80% during three to six months of treatment.	4. Reduced arrests of program clients by 85% during six months of treatment.

1987-88 OBJECTIVES

1. To reduce the waiting period from four to six weeks to three weeks.
2. To provide the full six-month service to 90 clients in the Outpatient Drug Free Program with a completion rate of 45%.
3. To reduce illegal drug use by 65% during six months of treatment.
4. To reduce arrests of program clients by 85% during six months of treatment.
5. To provide physical examinations for all clients within 21 days of admission.
6. To continue to provide a 12-week educational program, two hours per week, anticipating that 65% of the clients will complete the program.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 234 HOME SUPERVISION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 131,809	$ 167,398	$ 167,165	$ 167,165	$ (233)
• Svcs/Supplies	23,182	29,495	29,936	29,936	441
TOTAL APPROP	$ 154,991	$ 196,893	$ 197,101	$ 197,101	$ 208
Earned Revenue By Source					
• Aid-Other Govt	$ 154,991	$ 196,893	$ 197,101	$ 197,101	$ 208
TOTAL REVENUE	$ 154,991	$ 196,893	$ 197,101	$ 197,101	$ 208
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	4.3	4.3	4.3	4.3	.0
TEMPORARY (FTE)*	2.1	2.0	1.8	1.8	(.2)
TOTAL STAFFING	6.4	6.3	6.1	6.1	(.2)

*Full-time equivalent

MANDATE

Home Supervision is mandated by Section 840 of the Welfare and Institutions Code. Under this Section, a program must be established and the supervision ratio of staff to minors is set at 1:10. This program is designed to reduce the number of minors in secure detention, while at the same time safeguarding the public by providing surveillance of minors who have been released. Level of service is determined by court and law enforcement agency activities.

PURPOSE

Provides daily home supervision of minors pending court disposition as an alternative to placement in Juvenile Hall.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Average Daily Attendance	57	57	47	47	47

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$233 decrease ($167,398 to $167,165)
- $1,843 - Normal salary adjustments.
- ($1,610) - Decrease in extra-help.

SERVICES AND SUPPLIES
$441 increase ($29,495 to $29,936)
- ($600) - Decrease in office supplies usage.
- $139 - Increase in communications per new phone system.

BUDGET UNIT: 234 HOME SUPERVISION
DEPARTMENT: PROBATION
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES AND SUPPLIES

- $668 - Increase in maintenance, due to installation of radio equipment in new vehicles.
- $191 - Increase in Motor Pool projections.
- $43 - Workers' Compensation Insurance previously not charged.

REVENUES

$208 increase ($196,893 to $197,101)

- $208 - Increase in State AB 90 subvention.

PROGRAM DISCUSSION OF 1987-88 BUDGET

In the Home Supervision Program which operates from the Juvenile Justice Center, eligible minors, who otherwise would be detained in secure custody, are released to remain in their homes under probation supervision pending court disposition. Releases are contingent upon eligible minors signing a written promise that they understand and will observe the specific conditions of their home supervision release.

Upon a minor's assignment to the program, the Probation Aide contacts the minor, the parents, and school on a daily basis to insure that all conditions of the Home Supervision Conditional Release Agreement are being complied with. Every 15 calendar days, a progress report is forwarded to the Court, through the Probation Department's Court Officer. This report describes the progress and degree of compliance by the minor. Alleged violations of the release will result in the minor being brought before the Juvenile Court.

The average daily attendance for the Home Supervision Program over the past three years has been 50 minors. There has been a declining number of placements in this program. This decline has resulted from the increased severity of juvenile crimes which makes Home Supervision a less desirable alternative.

The number of telephone and personal contacts made to minors, parents or guardians, schools, etc. in 1986 was 24,527. Of the 596 minors on Home Supervision, only 25 or 3.8% violated the law or committed another crime while being supervised.

There are no significant changes in this budget. All costs are reimbursed by a State subvention.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To return 100% of released minors to court without subsequent law violation.	1. Not accomplished. However, only 3.8% of the minors violated the law or committed another crime while being supervised.
2. To maintain daily personal supervision/surveillance contact with (100%) locally released minors.	2. Accomplished.

1987-88 OBJECTIVES

1. To return less than 3.8% of released minors to court without subsequent law violation.
2. To maintain daily personal supervision/surveillance contact with (100%) locally released minors.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 210 GRAND JURY
DEPARTMENT: GRAND JURY
FUNCTION: LAW & JUSTICE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 8,820	$ 9,517	$ 9,517	$ 697
• Svcs/Supplies	59,349	66,747	63,514	63,514	(3,233)
TOTAL APPROP	$ 59,349	$ 75,567	$ 73,031	$ 73,031	$ (2,536)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 59,349	$ 75,567	$ 73,031	$ 73,031	$ (2,536)
TEMPORARY (FTE)*	0.2	0.5	0.5	0.5	0.0

*Full-time equivalent

MANDATE

Article I, Section 23 of the California Constitution requires that a Grand Jury be summoned annually in each county. Penal Code sections 888 et seq. define the legal authority of a Grand Jury. Level of service is dependent upon activity of the particular Grand Jury.

PURPOSE

Investigates the operations of County and City governments; selectively examines the books, records, and the accounts of County offices; reports the findings to the Board of Supervisors in an annual report; investigates charges of public offenses committed or triable within the County, and may bring forth indictments.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$697 increase ($8,820 to $9,517)
- $697 - An increase to pay for negotiated salary increase and social security payroll tax.

SERVICES & SUPPLIES
$3,233 decrease ($66,747 to $63,514)
- ($4,851) - A decrease in data processing equipment costs as no new equipment will be purchased.
- $536 - An increase based on centrally budgeted communications costs.
- $800 - An increase in motor pool costs, to reflect Grand Jury's use of County vehicles.

NET COUNTY COST
$2,536 decrease ($75,567 to $73,031)

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1985-86, the Grand Jury acquired a personal computer for its use. At that time, some concerns were expressed about whether the computer would be used by future Grand Juries.

BUDGET UNIT: 210 GRAND JURY
DEPARTMENT: GRAND JURY
FUNCTION: LAW & JUSTICE

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1985-86 Grand Jury used the computer to store its records and to compose its lengthy reports, making sufficient use of the computer to justify its retention. The 1986-87 Grand Jury has used and will continue to use the personal computer. It is expected that usage by the 1987-88 Grand Jury will be even greater, as the machine's capacities become more fully known and the Grand Jurors' computer skills more fully developed.

CONCURRENCE

Ms. Deborah Kanter, Superior Court Administrator, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **211 INTEGRATED CRIMINAL JUSTICE SYSTEM**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **BILL NAILS**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 160,565	$ 1,519,296	$ 1,442,626	$ 1,442,626	$ (76,670)
TOTAL APPROP	$ 160,565	$ 1,519,296	$ 1,442,626	$ 1,442,626	$ (76,670)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Support	$ 160,565	$ 1,519,296	$ 1,442,626	$ 1,442,626	$ (76,670)
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this budget unit.

PURPOSE

Provides funds for the design, development, and implementation of a comprehensive shared data gathering and analysis capacity among all components of the County's criminal justice system.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$76,670 decrease ($1,519,296 to $1,442,626)

- $100,609 - Computer Hardware Payment Direct Charge - Payments required for full year as opposed to partial year in 1986-87. Additional equipment to be purchased and financed in 1987-88.
- $101,904 - Systems and Programming Service Direct Charge - Data Base Administrator services for full year as opposed to five (5) months. Cost of Implementation Analyst (Office Systems Analyst) for 10 months.
- $81,197 - Equipment Maintenance and Service Direct Charge - Full year costs for equipment acquired in latter part of 1986-87 and partial year costs for new equipment requested for 1987-88.
- $12,500 - Consultant Services Direct Charge - Contractual allowance to increase hourly rate by a maximum of 2-1/2%.
- $11,044 - Software Direct Charge - Charges for full year and additional requested software.
- ($383,924) - Software and Hardware Direct Charge - Direct charge of $387,761 was a one-time charge in 1986-87. Data communications equipment required for 1987-88 ($3,837).

NET COUNTY COST
$76,670 decrease ($1,519,296 to $1,442,626)

BUDGET UNIT: **211 INTEGRATED CRIMINAL JUSTICE SYSTEM**
FUNCTION: **LAW & JUSTICE**
RESPONSIBLE MANAGER: **BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

A need to replace current automated criminal justice processes was confirmed by a criminal justice automation needs study, which was conducted by Atkisson and Associates in 1984-85. The tasks included in the study were an analysis of existing systems, an analysis of the required criminal justice functions, and the development of short-term and long-term recommendations.

The study was completed by Atkisson and Associates and was accepted by the Board of Supervisors in November 1985. The findings and recommendations of the study were:

Findings:

1. Maintaining existing automated processes was beginning to be non-cost effective due to the age of the processes and the many changes that had been made to the computer programs over a period of several years.
2. Some processes did not provide adequate information and the cost to change the processes would be as much as developing a new process.
3. Some processes (The District Attorney and the Public Defender) had little or no automation.
4. Approximately $12 million is expended annually by the criminal justice departments to process information.

Recommendations:

1. To implement short-term enhancements to some existing systems.
2. To develop interim automated processes for the District Attorney and the Public Defender.
3. To develop an integrated criminal justice system as a joint venture with Kern and Marin counties.

Upon acceptance of the study by the Board of Supervisors, steps were taken to incorporate the development of an integrated criminal justice system into the Information Processing Long Range Plan. In addition, the following short-term and interim recommendations were implemented.

Short Term Enhancements:

1. Provided Tracy, Lodi, and Manteca-Ripon-Escalon Municipal Courts with Moving Violations Systems.
2. Provided Automated Calendaring in the Stockton Municipal Court.
3. Provided on-line access of all calendaring data in the Stockton Municipal and Superior Courts to Probation, District Attorney, and Public Defender.
4. Automated the Stockton Municipal Court civil processing.
5. Automated security for processing juvenile and mental competence cases.
6. Provided a list of juvenile probationers who have cases calendared in Superior Court.
7. Provided a list of probationers for whom warrants have been issued.
8. Provided full indexing of all cases in the San Joaquin County Municipal Court System.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Interim Systems:

1. Case Management for the Public Defender.
2. Case Management for the District Attorney.

The Information Processing Long Range Plan was accepted by the Board of Supervisors in December 1985. Included in the plan were personnel and equipment requirements needed to develop an integrated criminal justice system. The "hard dollar" cost to develop the Integrated Criminal Justice System over a four-year period is $4.8 million. Hard dollars are the costs associated with outside contractor services and additional hardware and software costs. These costs exclude County labor. It is anticipated that a minimum of 10% of the present information handling costs can be saved by the use of an integrated system. A 10% savings represents $1.2 million annually which provides a pay-back of hard dollar costs within four years.

With the Board of Supervisors' authorization, a Consultant Service Agreement with Atkisson and Associates was coordinated and prepared. In February 1986, the Board of Supervisors authorized contracting with Atkisson and Associates to provide technical expertise and project management for the development of an integrated system known as the Criminal Justice Information System (CJIS). This multi-year agreement, ending June 1990, will cost $2,211,900.

The development of an integrated criminal justice system is entering the second year of a four-year plan. The development is a joint effort by Kern, Marin, and San Joaquin. Several problems which were encountered during the first year were caused by the development being a joint effort. The problems were in the area of standard and comprehensive status reporting, efficient methods of transferring developed processes from the developing county to the receiving county, and the joint design of a major process (Automated Minor Offense System). The problems resulted in missing the scheduled completion dates on some development processes; however, the problems have been solved and the development projects are back on schedule.

The first year was a great example of the value of joint development. During the first year, we received software developed at other counties that had a development cost of $1,954,094. A portion of the software transferred to our County is in production ($804,400). The modifications to the software placed into production were made at a cost of $10,000. The remaining software of our first transfer is scheduled for modification and implementation in 1987-88. Briefly, the processes to be implemented in 1987-88 are:

Involved Information - Person, address, and vehicle data exists within CJIS because it was found to be involved with the other information entered into the system. Input processing for booking, filed interrogation, and sex and narcotic registration are examples of capture points that provide for the identification of persons, addresses, and vehicles and associate these entities as being involved with information being processed or maintained within the system. Through a series of inquiry capabilities, the customer can review or search for a specific entity such as an address or a person and display the related information that caused the involvement.

Field Interrogation - Officers in the field will complete field interrogation cards on persons not arrested, but where the suspicious actions of the person warrants the documentation of the activity for other crime investigations. Field Interrogation (F.I.) data will be entered into the system adding additional information to the involved person, address, and vehicle files that will be available to all authorized customers. F.I. data may be displayed using a variety of search criteria such as drivers license, alias, name, or officer's badge number. The number of F.I. records searched may be further restricted by date ranges, districts, or areas.

BUDGET UNIT: 211 INTEGRATED CRIMINAL JUSTICE SYSTEM
FUNCTION: LAW & JUSTICE
RESPONSIBLE MANAGER: BILL NAILS

PROGRAM DISCUSSION OF 1987-88 BUDGET

Crime Reporting/Analysis - Crime reports are prepared by law enforcement patrol officers either as a result of responding to calls for service or as a result of discovering that a crime or incident has occurred. The primary crime report may be updated by subsequent investigative activities performed either by the patrolman or by detectives. Any additional information is added to the original crime report via a supplemental report. Maintenance of crime reports, inquiry into report data, and generation of BCS reports are all supported with this processing capability.

Automated Minor Offense System - This processing incorporates all the activities required to review citations issued by law enforcement agencies within the County and to process those citations through disposition and notification to Department of Motor Vehicles (DMV). Major aspects of the system include the capture and verification of citation data, courtesy notice generation with customer controlled text, bail calculation utilizing customer controlled tables, automatic interface to CJIS courts processing, and an automated accounting system for distribution of payments.

Court Hearings - Municipal and Superior - This processing provides the courts with a means for establishing, maintaining, and inquiring on court cases within the CJIS system and supports each defendant within the case as to their charges, pleas, disposition, probation status, sentencing, results of court hearings, and documents filed. To provide for capture of data from the court hearings a variety of source documents are generated by the system based on the hearing type. These documents become a series of encoded entries that describe the entire proceeding and provide for the entry of data following the hearing. The interface between Municipal and Superior Court occurs automatically based on the activities that are posted in the Municipal Court hearing.

Court Calendars - As a result of specific activities that occur within a court hearing, the system will automatically schedule a subsequent court appointment. This calendaring process provides support for the inquiry of available court dates, generation of court calendars by various selection criteria, and the maintenance of a court index identifying courts within the County, their hearing dates and times, and the personnel associated with each court.

One additional person will be assigned to the CJIS development project in 1987-88. The primary duties of the additional person will be to demonstrate the use of the processes to our customers, document requested changes, and to train our customers in the use of the processes.

The following is a comparison of the projected and actual costs to costs specified in our long range plan:

	1986-87	1987-88
Long Range Plan	$1,209,300	$1,795,000
Actual or Projected	1,351,026	1,442,626
Difference	$ 141,726	$ (352,374)

The differences are primarily attributed to financing equipment purchase costs as opposed to purchases without financing. Also, the long range plan scheduled the installation of the small IBM computer the second year. The plans were changed to install the larger computer in 1986-87 and delay the installation of the second computer by one year (1988-89). The change provided the computer power required for the first and second years while allowing a delay on the installation of the second computer system.

BUDGET UNIT:	**211 INTEGRATED CRIMINAL JUSTICE SYSTEM**
FUNCTION:	**LAW & JUSTICE**
RESPONSIBLE MANAGER:	**BILL NAILS**

PROGRAM DISCUSSION OF 1987-88 BUDGET

The following is a summary of costs through Fiscal Year 1986-87:

Criminal Justice Study (Atkisson)	$ 53,000
Interim System Enhancements	
Equipment	16,478
Systems/Programming (County)	61,166
Interim Systems Development (DA & PD)	
Equipment	79,238
Systems/Programming (County)	42,415
CJIS Development	
Contract Services	630,600
Systems/Programming	324,423
Equipment (Purchase, Payment, Maintenance)	129,596
TOTAL	$1,336,916

The personnel years planned for dedication to the development process through June 1990 are:

Contract	
Project Management	1.0
Analysis and Design	2.0
Programming	1.0
County	
Data Base Administrator	1.5
Programming	3.5
Analysis and Design	2.0
Implementation Analyst	0.5
TOTAL	11.5

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To implement developed portions of the Criminal Justice Information System totaling 20% of the entire CJIS project.	1. Implemented the central control functions that represent approximately 8% of total project.
	2. Implemented better control and coordination methods and more efficient transfer procedures.

1987-88 OBJECTIVES

1. To implement:

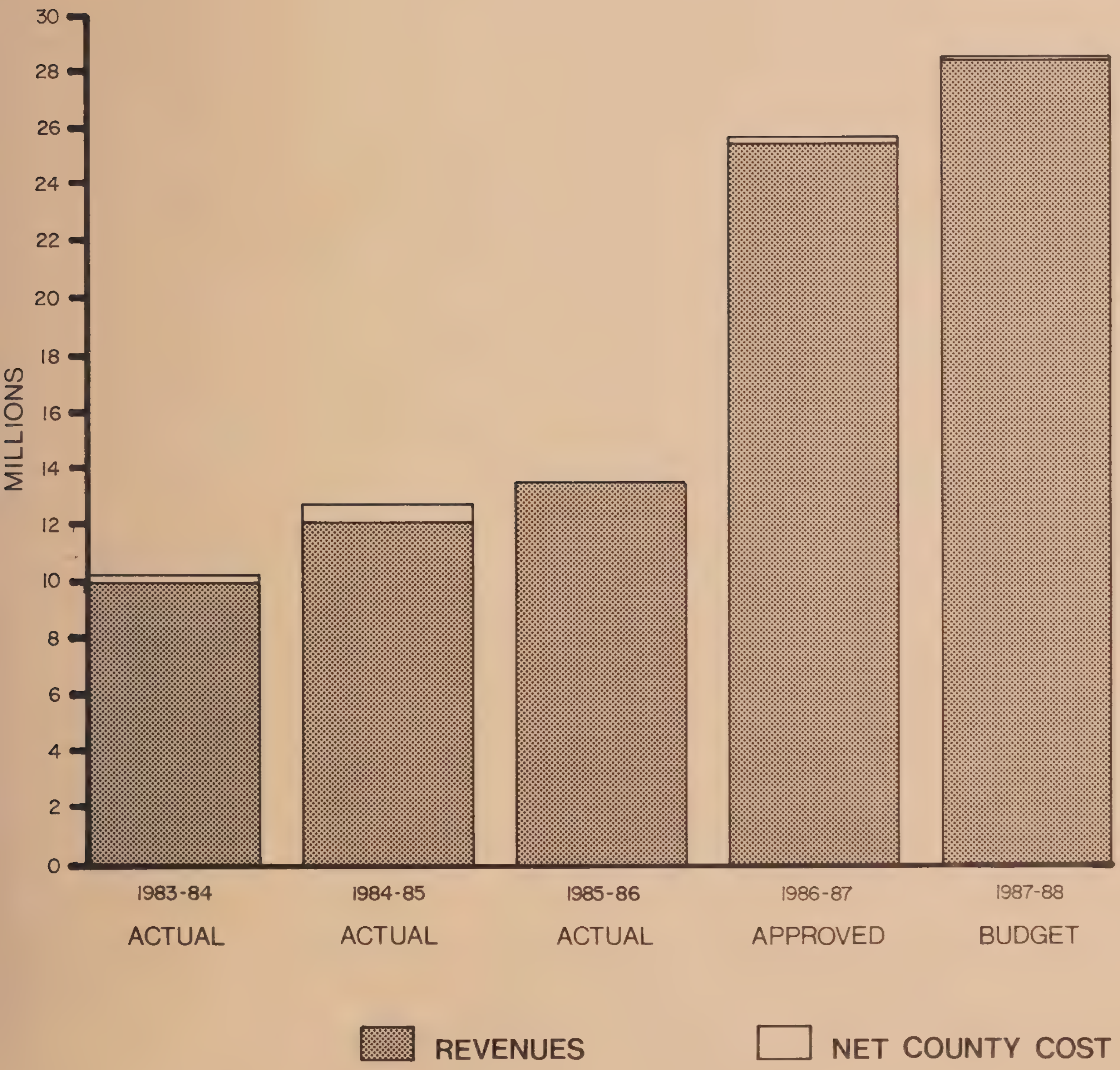
   Involved Information
   Field Interrogation
   Crime Reporting and Analysis
   Automated Minor Offense System
   Court Hearings (Municipal and Superior)
   Court Calendars

CONCURRENCE

Mr. Bill Nails, Director of Data Processing, agrees with the budget as proposed for 1987-88.

Roads and Facilities

CHANGE IN PROGRAM EXPENDITURES



Roads and Facilities

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• Public Works				
• 30101-Administration	$ 1,530,170	$ 1,724,091	$ 1,724,091	$ 193,921
• 30103-Engineering	1,949,973	2,205,080	2,205,080	255,107
• 30104-Equipment Maintenance	962,846	999,011	999,011	36,165
• 30105-Road Maintenance	4,972,055	5,124,681	5,124,681	152,626
• 30106-Construction	7,975,469	8,874,780	8,874,780	899,311
• 30108-General Services	149,269	178,961	178,961	29,692
• Road Districts				
• 31300-Number 1	874,167	688,783	688,783	(185,384)
• 31400-Number 2	528,229	558,356	558,356	30,127
• 31500-Number 3	2,496,429	3,038,924	3,038,924	542,495
• 31600-Number 4	1,105,102	1,211,539	1,211,539	106,437
• 31700-Number 5	1,856,099	1,960,980	1,960,980	104,881
• 39100-Airport Contribution	226,126	122,436	122,436	(103,690)
• 39500-Transportation Coordination	669,734	713,824	713,824	44,090
• Airport Enterprise Fund	1,923,953	1,919,365	1,919,365	(4,588)
SUB-TOTAL	$27,219,621	$29,320,811	$29,320,811	$2,101,190
Less: Intra-County Transactions	(1,101,537)	(777,436)	(777,436)	324,101
TOTAL - ROADS & FACILITIES	$26,118,084	$28,543,375	$28,543,375	$2,425,291

BUDGET UNITS: PUBLIC WORKS - ROAD FUND

RESPONSIBLE MANAGER: HENRY M. HIRATA

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Recommended	Inc./Dec.
APPROPRIATIONS				
Division				
Administration	$ 1,397,927	$ 1,530,170	$ 1,724,091	$ 193,921
Engineering	1,616,591	1,949,973	2,205,080	255,107
Equipment Maint	857,089	962,846	999,011	36,165
Road Maintenance	4,267,644	4,972,055	5,124,681	152,626
Construction	2,398,133	7,975,469	8,874,780	899,311
General Services	135,164	149,269	178,961	29,692
TOTAL APPROP	$10,672,548	$17,539,782	$19,106,604	$1,566,822
REVENUES				
Source				
Other Taxes	$ 1,000,000	$ 850,000	$ 962,157	$ 112,157
Fines & Forfeitures	731,677	823,432	825,973	2,541
Interest & Rents	329,185	300,000	275,000	(25,000)
Aid-Other Govts	8,146,637	11,695,824	10,362,500	(1,333,324)
Charges for Svcs	1,053,638	897,000	1,079,000	182,000
Other Revenues	1,252,822	739,698	411,850	(327,848)
Fund Balance	(1,841,411)*	2,233,828	5,190,124	2,956,296
TOTAL REVENUE	$10,672,548	$17,539,782	$19,106,604	$1,566,822

*It should be noted that the 1985-86 Fund Balance represents the funding required (or subtracted) to balance Revenues against Appropriations for purpose of this summary.

APPROPRIATIONS

The following section includes a detailed review, by budget unit, of the 1987-88 appropriations for each Division within the Public Works Road Fund Department.

REVENUES

A breakdown of the Road Fund's 1987-88 major revenue sources is as follows:

Other Taxes: $112,157 increase ($850,000 to $962,157)
This represents the County's share of Local Transportation Funds derived from ¼¢ of the 6% State retail sales tax. Funds are apportioned to the County based on the Department of Finance's estimate of population. The 1987-88 revenue estimate is up due to the increased sales of petroleum products and the projected population increase.

Fines & Forfeitures: $2,541 increase ($823,432 to $825,973)
Revenues from this source reflect the Road Fund's 50% share of specified traffic fines generated within the County and the incorporated cities within the County. The projection for 1987-88 is estimated to remain steady based on the 1986-87 Estimated/Actual revenues.

Interest & Rents: $25,000 decrease ($300,000 to $275,000)
This account represents the interest earned during the year by the Road Fund's cash balance in the County Treasury. Based on the 1986-87 interest earned and the current rate of interest, this source of revenue is expected to decrease $25,000 ($300,000 to $275,000) from the 1986-87 Approved amount.

BUDGET UNITS: PUBLIC WORKS - ROAD FUND

RESPONSIBLE MANAGER: HENRY M. HIRATA

REVENUES

Aid - Other Governments: $1,333,324 decrease ($11,695,824 to $10,362,500)
This account includes revenues received from a variety of sources, the largest of which are: State Highway Users Tax, up $100,000 ($4,770,000 to $4,870,000), based on State apportionment of gasoline tax; SB 300 Road Maintenance Funds, down $815,824 ($815,824 to zero), due to termination of the program; State Aid For Construction, down $229,000 ($436,000 to $207,000), based on carryover of unexpended funds from prior fiscal year and annual State contribution; Federal Aid For Construction, down $939,000 ($2,759,000 to $1,820,000), based on carryover of unexpended funds from prior fiscal year and annual Federal contribution; Federal Highway Bridge Replacement and Rehabilitation Program, up $1,279,000 ($1,976,000 to $3,255,000), based on number of qualifying projects anticipated to be completed in 1987-88; and the completion of shared-cost projects with the cities of Stockton and Manteca, down $673,000 ($673,000 to zero).

Charges for Services: $182,000 increase ($897,000 to $1,079,000)
These revenues are reimbursements to the Road Fund for services rendered to other agencies, departments, and special districts. The major accounts that are projected to remain unchanged from the prior fiscal year are: Administrative Services-Special Districts ($95,000); Road and Street Services ($30,000); Charges to Enterprise Funds (represents equipment repair service by the Public Works Equipment Maintenance Division for the Airport, Hospital, and the Solid Waste Enterprise Funds - $120,000); and charges to Internal Service Funds (represents reimbursements from the Motor Pool for parts and labor provided by the Public Works Equipment Maintenance Division - $150,000). Accounts that are projected to reflect a significant change are: Services to Special Districts, up $50,000 ($334,000 to $384,000), as a result of full-time special districts engineering services that will be provided to the Utility Districts Division commencing in 1987-88; and Interfund Transfers, up $100,000 (zero to $100,000), to reflect the 1987-88 budgeting change of receiving reimbursements from the General Fund for non-Road Fund related services as a "Charges for Services" revenue rather than a County contribution (see Other Revenues).

Other Revenues: $327,848 decrease ($739,698 to $411,850)
In 1986-87, one of the major sources of revenue for this account was the General Fund's $223,432 contribution to the Road Fund for non-Road Fund related services. For 1987-88, the General Fund will no longer be making a direct contribution for this purpose. Instead, $100,000 has been budgeted in the 1987-88 Surveyor's budget to reimburse the Road Fund for eligible expenditures, and an offsetting revenue estimate has been established in the Road Fund in the "Charges for Services" account. As a result, this account will be deleted and decrease $223,432 ($223,432 to zero).

The other major source of revenue is the interest earned by the five County Road Districts which is transferred to the Road Fund at the end of each fiscal year to purchase road maintenance equipment. The amount of interest projected for 1987-88 is down $74,688 ($459,688 to $385,000), based on the 1986-87 interest earned and the current rate of interest.

BUDGET UNITS: PUBLIC WORKS

RESPONSIBLE MANAGER: HENRY M. HIRATA

Fund: Various	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$11,054,246	$17,470,558	$19,544,627	$19,544,627	$ 2,074,069
• Svcs/Supplies	7,661,710	13,259,508	14,557,310	14,546,210	1,286,702
• Other Charges	1,925,694	1,760,828	2,047,747	2,047,747	286,919
• Fixed Assets	712,429	959,840	810,577	810,577	(149,263)
• Operating Trans	0	223,432	0	0	(223,432)
Total Expend	$21,354,079	$33,674,166	$36,960,261	$36,949,161	$ 3,274,995
• Intrafund Trans	(172,767)	(955,000)	(1,016,000)	(1,016,000)	(61,000)
TOTAL APPROP	$21,181,312	$32,719,166	$35,944,261	$35,933,161	$ 3,213,995
Earned Revenue By Source					
• Prop Tax	$ 1,739,827	$ 1,866,800	$ 1,942,887	$ 1,942,887	$ 76,087
• Other Tax	1,991,703	2,090,789	1,989,117	1,989,117	(101,672)
• Fines & Forfeitures	731,677	823,432	825,973	825,973	2,541
• Int & Rents	887,942	875,871	789,900	789,900	(85,971)
• Aid-Other Govt	8,604,088	12,053,830	11,015,137	11,015,137	(1,038,693)
• Charges for Svcs	7,126,071	7,802,285	9,370,846	9,370,846	1,568,561
• Other Revenue	1,384,704	884,088	523,132	523,132	(360,956)
• Fund Balance	(2,391,871)	5,906,409	9,199,493	9,199,493	3,293,084
TOTAL REVENUE	$20,074,141	$32,303,504	$35,656,485	$35,656,485	$ 3,352,981
NET COUNTY COST					
• Mandated	$ 179,333	$ 192,230	$ 187,776	$ 176,676	$ (15,554)
• Support	(191,927)	0	0	0	0
• Discretionary	1,119,765	223,432	100,000	100,000	(123,432)
TOTAL NCC	$ 1,107,171	$ 415,662	$ 287,776	$ 276,676	$ (138,986)
ALLOCATED POS	250.0	274.0	293.0	293.0	19.0
TEMPORARY (FTE)*	27.4	10.4	10.3	10.3	(0.1)
TOTAL STAFFING	277.4	284.4	303.3	303.3	18.9

*Full-time equivalent

SUMMARY

This presentation represents a summary of the 18 budget units administered by the Director of Public Works. They include:

160	Surveyor
241	Flood Channel Maintenance
30101	PW - Administration
30103	PW - Engineering
30104	PW - Equipment Maintenance
30105	PW - Road Maintenance
30106	PW - Construction
30108	PW - General Services
313	Road District 1
314	Road District 2
315	Road District 3
316	Road District 4
317	Road District 5
395	Transportation Coordination
408	Utility Districts
	Motor Pool ISF
	Southern Water ISF
	Solid Waste Enterprise Fund

BUDGET UNITS: PUBLIC WORKS

RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM HIGHLIGHTS

The following are the major 1987-88 program highlights for the Public Works budget units:

- The 18 budget units included in this summary represent 14 divisions within the Department of Public Works with a total 1987-88 appropriation of $35,933,161, an increase of $3,213,995 over 1986-87.

- The Public Works Road Fund consists of six divisions with budgets totaling $19,106,604, an increase of $1,566,822 from 1986-87.

- County funding sources in the Road Fund include $100,000 appropriated in the Surveyor's budget to reimburse Public Works for non-Road Fund related services, and $385,000 in Road District interest which is used for the purchase of road maintenance equipment.

- The Public Works-Administration budget includes $191,452 for the Fourth Phase of the Public Works Computerization Plan. This includes equipment, software, and professional services. An additional $3,000 is included for Extra-Help and Overtime to assist with the implementation of the Plan. Total amount: $194,452.

- The Administration Division will include a newly formed work unit to implement centralized inventory control procedures for road materials and supplies.

- Of significant impact in 1987-88 will be the addition of one administrative and three engineering positions to the Engineering Division. These positions are required as the result of increased urban development activity and the increased need for utility engineering and Special Districts administration. The costs of all four positions will be offset by fees.

- The 1987-88 Public Works-Construction budget totals $8,874,780, an increase of $899,311 over the prior fiscal year. Funding sources include Federal and State gas tax revenues.

- The total appropriation for the County's five Road Districts, for road maintenance operations, amounts to $7,458,582, an increase of $598,556 from 1986-87.

- The County's Transportation Coordination Program totals $713,824. It focuses on the development of the County's transit programs to effectively meet growing service demands; the implementation of the County's Five-Year Transit Plan for future transit planning; and the need to continue to coordinate services, pool vehicles, and develop funding from agency users and the private sector. All program expenditures are offset by revenues.

- Budgeted $2,649,540 for the County's Motor Pool operation which maintains 550 vehicles. All costs are offset by revenues generated by the using departments.

- The improvements, approved by the Board of Supervisors in 1985-86 for the Southern Water System, were completed in 1986-87. These improvements, funded by the Capital Improvement Fund at an estimated $675,000, were the result of a study of the total system by a consulting engineering firm which resulted in several recommendations for modifications and improvements. In addition, certain changes were made to the system to protect the public health and to properly account for water usage. All costs will be reimbursed to the Capital Improvement Fund over an extended period of years by the users of the Southern Water System.

- For the second straight year, the Solid Waste Enterprise Fund is projected to be self-supporting. Prior to 1986-87, the County's Solid Waste Program required an annual General Fund contribution in order to balance the budget. As the result of the implementation of a gate fee system, a contribution is currently not required. The recommended 1987-88 Solid Waste budget totals $4,438,669.

- Of the 19 additional permanent positions recommended for 1987-88, 13 will be totally offset by fees, and one will be 75% offset by fees.

BUDGET UNIT: **30101 P.W. - ADMINISTRATION**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

	1985-86	1986-87	1987-88		
Fund: Road	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 740,154	$ 834,261	$ 1,117,747	$ 1,117,747	$283,486
• Svcs/Supplies	540,978	660,409	524,767	524,767	(135,642)
• Fixed Assets	138,861	51,500	101,577	101,577	50,077
Total Expend	$ 1,419,993	$ 1,546,170	$ 1,744,091	$ 1,744,091	$197,921
• Intrafund Trans	(22,066)	(16,000)	(20,000)	(20,000)	(4,000)
TOTAL APPROP	$ 1,397,927	$ 1,530,170	$ 1,724,091	$ 1,724,091	$193,921
Earned Revenue By Source	See Public Works Summary Page				
ALLOCATED POSITIONS	23.0	25.0	30.0	30.0	5.0
TEMPORARY (FTE)*	0.3	0.8	1.0	1.0	0.2
TOTAL STAFFING	23.3	25.8	31.0	31.0	5.2

*Full-time equivalent

MANDATE

The specific mandates are as shown in the narratives of the other budget units (divisions) of the Public Works Department.

PURPOSE

Provides administrative, clerical, data processing, fiscal, personnel, and other services for the Department of Public Works and the divisions under its control. They are: Engineering, Equipment Maintenance, Road Maintenance, Construction, Real Property, Transportation Coordination, Surveyor, Flood Channel Maintenance, Utilities Maintenance, Motor Pool, Southern Water System, Solid Waste Management, Road Districts, Flood Control, and numerous Special Districts.

WORKLOAD DATA

This budget unit provides management services for the Department of Public Works. The workload of the Department is as shown in the budget narratives of the various divisions that follow.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$283,486 increase ($834,261 to $1,117,747)

- $145,142 - Increase due to addition of a Deputy Director and an Accountant Auditor I late in 1986-87, and the transfer, effective July 1, 1987, of a Storekeeper I and a Clerk II from the Road Maintenance Division (see Program Discussion).
- $17,559 - Increase reflects first-year's funding for additional position of Specialist Clerk (see Program Discussion).
- $33,630 - Increase reflects first-year's funding for two additional Clerk-Typist II positions.
- $87,155 - Normal salary adjustments.

BUDGET UNIT: 30101 P.W. - ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

$135,642 decrease ($660,409 to $524,767)

- $4,000 - Increase in Office Expense account resulting primarily from increased usage of computer related supplies.
- $3,130 - Increase in charges to Communications account.
- ($5,318) - Decrease in Equipment Maintenance account reflects transfer of CPT (word processor) maintenance charges ($7,000) to Data Processing.
- $14,000 - Increase in Professional and Specialized Services account is for computer consultants ($34,500) for continued implementation of automation throughout the Department.
- $7,996 - Increase in Data Processing Direct Charges.
- ($20,903) - Decrease in Data Processing Equipment charges.
- $12,021 - Increase in Workers' Compensation Insurance.
- ($154,723) - Decrease in Casualty Insurance charge.

FIXED ASSETS

$50,077 increase ($51,500 to $101,577)
Major items requested in 1987-88 are:

- $71,815 - Computer upgrade equipment.
- $10,000 - Computer utility software.
- $7,500 - Computer equipment accessories.
- $89,315 - Computer subtotal - See Program Discussion for details.
- $3,340 - Typewriters (4).
- $4,500 - Word Processor.

INTRAFUND TRANSFERS

$4,000 increase ($16,000 to $20,000)

- $4,000 - The $20,000 budgeted in this object represents a reimbursement to the Administration Division for non-Road Fund related services (e.g., usage of copy and blueprint machine by, and clerical services for, other departments).

PROGRAM DISCUSSION OF 1987-88 BUDGET

The overall mission of the San Joaquin County Department of Public Works is to plan, design, construct, operate, and maintain the public roads, bridges, water, wastewater, drainage, and solid waste disposal systems of the County, to best serve the interests of the people. These systems are operated in order to protect the health and welfare of the public and the County's financial investments. Furthermore, the Department provides to other County departments the necessary support services required for them to complete their mission.

The Department is administered by the Director of Public Works and an administrative staff comprised of three Deputy Directors and a Management Services Administrator. The administrative staff is responsible for 14 divisions within the Department, which are divided into three separate operating groups: Engineering Services, Operational Services, and Developmental Services. Operating groups are supported by a Management Services group.

The goals of the Public Works Department are to provide the highest quality of service to the Community and to enhance the public's quality of life by protecting their investment in the County's 118 mile network of underground facilities, (consisting of sewer, domestic water, and storm drainage pipeline), over 1,700 miles of roadway, 291 bridges, and 365 minor structures; administering, operating, and maintaining 78 Special Districts that provide water, sanitary sewer, storm drainage and street lighting services to over 29,000 individual properties; operating the Southern Water System; administering and maintaining two Flood Control District zones containing 216 miles of project levees and 107 miles of channels; and by maintaining County equipment for County departments, which includes 220 pieces of heavy equipment and 550 light vehicles. Additionally, the Public Works Department administers and operates

BUDGET UNIT:	**30101 P.W. - ADMINISTRATION**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**ROADS & FACILITIES**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

the County Solid Waste Management Program which includes: residential franchise collection, licensed industrial and commercial collection, and full responsibility for the operation of the Lovelace Transfer Station and Harney Lane landfill site; County solid waste master planning; and administration of the Foothill landfill contact operation. The Department also has responsibility for the management of the County public transportation programs, the County Surveyor's Office, and the Flood Control and Water Conservation District.

A detailed presentation on the total operational and budgetary responsibilities of the Department of Public Works is planned for the Final Budget hearings in August 1987.

Two positions were added during 1986-87 as part of a departmental reorganization effort. They were a Deputy Director and an Accountant-Auditor I. The current annual cost of these two positions is $93,936, including benefits.

This budget proposes the transfer, effective July 1, 1987, of two positions from the Road Maintenance Division to the Administration Division. They are Storekeeper I and Clerk II. These positions are directly involved in purchasing, payroll, and inventory. As such, it is appropriate to reassign these positions to the Administration Division. For 1987-88, this transfer of positions will effect an increase in this budget unit of approximately $51,206 in salaries and benefits.

The Accountant Auditor I, Storekeeper I, and Clerk II form a work unit that has inventory and stores operations as a primary function. By creating this work unit, the Public Works Department is now able to implement centralized inventory control procedures. These procedures include restricted access to supply areas, supervisory approval for supply issuance, and inventory and ordering control procedures designed to ensure that adequate inventory levels are maintained. The Department is also implementing centralized ordering and inventory control procedures for chemicals.

One additional Specialist Clerk position is requested in the 1987-88 budget. This position will be assigned to the Accounts Payable function to ensure the timely processing of invoices. The first-year cost of this position, including benefits, is $17,559.

Two additional Clerk-Typist II positions are requested for 1987-88. The Public Works Department has not changed its allocation of four Clerk-Typists since 1981-82 when two clerical positions were deleted. Since that time, the Department has implemented a central clerical pool and word processing in order to stay current with its workload. While these measures have been very helpful in achieving increased efficiency in clerical operations, the continued increased volume and complexity of work necessitate the increase of staff. The first-year cost of these positions, including benefits, is $33,630.

Most revenues received by the Department of Public Works (Road Fund) must be expended on Road Fund-related projects or activities. However, there are times the Department becomes involved in non-Road Fund-related work and must be reimbursed for this work in order to meet State audit requirements. Consequently, since 1983-84, the Board of Supervisors has appropriated a General Fund contribution to the Road Fund to defray the costs of these non-Road Fund related expenditures. In the past, this contribution was included in a special budget unit established for this purpose. Commencing in 1987-88, in order to simplify budgeting and accounting procedures, the Contribution budget has been deleted, and funds for the reimbursement of non-Road Fund related work will be appropriated in the Surveyor's budget (a General Fund budget unit). As a result, budgeting information previously provided in the Contribution budget has now been consolidated within the Surveyor's budget. Reimbursements to the Road Fund will be made based on actual eligible costs. For 1987-88, $100,000 has been appropriated in the

BUDGET UNIT: 30101 P.W. - ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Surveyor's budget for this purpose, with an offsetting revenue estimate budgeted in the Road Fund.

The automation effort within Public Works can be broken into two basic areas. The first involves the continued implementation of the financial tracking system to provide required information in a timely and useful form. This system must track approximately $40,000,000 annually. This is broken into eight separate funds, 18 separate budgets, 78 special districts, and over 600 independent jobs. Over the past few years, a mini-computer based hardware and software system was purchased for this purpose; conversion from the old financial system to the new one is now basically complete. This system has provided the Department with the ability to reconcile the job cost accounting ledgers with the County Auditor's Budget Reports on a monthly basis. It has also provided the necessary financial tracking needed to meet the State Controller's requirements for the Annual Road Report and SB 300. Through coordination with the State Controller's Office during implementation, it has been demonstrated and confirmed that this new system is in full compliance with State Audit requirements as well.

The automation of the Department's fiscal system has reached the limits of the current hardware configuration. The 1987-88 Fixed Assets requested for this system represent a basic increase in the size and capacity required to continue support of the fiscal system. The resources requested are based on projections made from current utilization, and consist of additional on-line storage and core memory, a minor processor upgrade, and communications controllers which will provide the remaining users necessary access to the financial system.

The second direction taken towards automation within Public Works has been accomplished by installing microcomputers (PC's) in the various divisions, and developing systems which automate tasks which were previously done in a labor-intensive manner. This approach has proven to be a very cost effective means of providing computing resources. Each unit can be configured to meet the requirements of each functional area, and by distributing the computing resources, the performance of each unit will be independent of other activities within the Department. Since a majority of the information stored on these systems is unique to the task being performed, a single, large, integrated system was not warranted or desired. Additionally, software systems can and have been implemented which serve the specific needs of each application and functional unit, avoiding the overhead normally associated with a large integrated software system. The 1987-88 budget requests reflect the success of this approach within the Department. The Department will be expanding the use of PC's within several of the divisions, such as Engineering and Solid Waste Management. The Department will also place new systems in the Real Property and Data Processing Sections. Uses for these systems include system development, data base applications, inventory, accounts receivable, spreadsheet, project management, graphics, and a variety of engineering applications.

In summary, the computer equipment, software, and accessories requested for 1987-88 will expand the capacity to track and retain fiscal information, enabling the Department to meet statutory requirements. The requests will also provide the equipment and resources necessary to serve the needs of each division where tasks have been identified as candidates for automation. The cost benefit analyses performed for each budget request, when consolidated, gives an average payback period for the equipment of 18 months, and, following the initial payback period, labor costs savings are projected to exceed $100,000 annually, as represented by reduced additional staffing requirements. These figures were developed in conjunction with the Data Processing Division during the annual budget review process for computer equipment. Considering this potential annual savings, and the need to provide more cost effective and timely service, the Department will continue the ongoing effort to evaluate the work being performed and recommend the automation of tasks where appropriate.

BUDGET UNIT: 30101 P.W. - ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

A breakdown, by division, of the computerization costs over a four-year period is detailed below:

	1984-85 Approved	1985-86 Approved	1986-87 Approved	1987-88 Recommended	Total
Administration					
Hardware	$34,000	$ 25,434	$ 9,000	$ 80,666	$149,100
Software	0	98,000	10,000	12,010	120,010
Accessories	0	3,650	5,000	7,500	16,150
Subtotal	$34,000	$127,084	$ 24,000	$100,176	$285,260
Engineering					
Hardware	$13,700	$ 3,660	$ 7,500	$ 34,697	$ 59,557
Software	0	0	45,000	19,079	64,079
Accessories	0	0	0	0	0
Subtotal	$13,700	$ 3,660	$ 52,500	$ 53,776	$123,636
Equipment Maintenance					
Hardware	$ 4,200	$ 0	$ 0	$ 0	$ 4,200
Software	0	0	825	0	825
Accessories	0	0	0	0	0
Subtotal	$ 4,200	$ 0	$ 825	$ 0	$ 5,025
Road Maintenance					
Hardware	$ 4,000	$ 0	$ 0	$ 0	$ 4,000
Software	10,000	0	0	0	10,000
Accessories	0	0	2,100	0	2,100
Subtotal	$14,000	$ 0	$ 2,100	$ 0	$ 16,100
Equipment Subtotal	$65,900	$130,744	$ 79,425	$153,952	$430,021
Salaries					
Extra-Help	$ 0	$ 6,000	$ 7,600	$ 3,000	$ 16,600
Overtime	0	5,000	5,000	0	10,000
Subtotal	$ 0	$ 11,000	$ 12,600	$ 3,000	$ 26,600
Professional Services					
Administration	$ 0	$ 11,000	$ 14,000	$ 34,500	$ 59,500
Engineering	0	4,000	45,000	3,000	52,000
Subtotal	$ 0	$ 15,000	$ 59,000	$ 37,500	$111,500
GRAND TOTAL	$65,900	$156,744	$151,025	$194,452	$568,121

BUDGET UNIT: 30101 P.W. - ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To expand utilization of computer system to operating divisions including a Management Reporting System.	1. Installed prototype automation projects in 80% of the divisions in Public Works.
2. To continue design and implementation of comprehensive engineering automation projects.	2. Completed design phase. The implementation phase is to be initiated in 1987-88.
3. To provide administrative leadership to ensure that the Department's objectives, as contained in the budgets of the other divisions, are met.	3. Met the majority of the Department's objectives, as contained in the budgets of the other divisions.
4. To continue departmental effort to provide training to employees.	4. Attended training classes by 218 employees.

1987-88 OBJECTIVES

1. To continue the computerization program to provide financial forecasting and reporting for departmental purposes within five working days.
2. To develop a long-range infrastructure master plan for the Mathews Road Complex, which includes the Hospital, Jail/Honor Farm, Juvenile Justice Center, and migrant labor camps.
3. To implement the adopted County Development Policies in relation to the development process and Special Districts.
4. To complete and implement an inventory control system in conformance with State audit requirements.
5. To develop and implement an Administrative Cost Distribution System to conform to State audit requirements.
6. To implement the amended Surface Water Agreement in order that the County Special Districts receive their share of surface water.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **30103 P.W. - ENGINEERING**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,580,302	$ 1,705,973	$ 1,965,496	$ 1,965,496	$259,523
• Svcs/Supplies	76,454	218,430	251,984	251,984	33,554
• Fixed Assets	10,990	75,570	37,600	37,600	(37,970)
Total Expend	$ 1,667,746	$ 1,999,973	$ 2,255,080	$ 2,255,080	$255,107
• Intrafund Trans	(51,155)	(50,000)	(50,000)	(50,000)	0
TOTAL APPROP	$ 1,616,591	$ 1,949,973	$ 2,205,080	$ 2,205,080	$255,107
Earned Revenue By Source	See Public Works Summary Page				
ALLOCATED POSITIONS	40.0	40.0	44.0	44.0	4.0
TEMPORARY (FTE)*	1.3	2.3	1.6	1.6	(0.7)
TOTAL STAFFING	41.3	42.3	45.6	45.6	3.3

*Full-time equivalent

MANDATE

The Subdivision Map Act provides authority for the County to review and approve improvement plans. The County's Subdivision Ordinance requires that improvement plans be reviewed and approved by the Public Works Department. Section 900 et seq. of the Streets and Highways Code provides the authority and procedures by which the Board of Supervisors accepts roads into the maintained system. The level of service is discretionary; however, there is a legal obligation to keep roads open and in a safe condition.

PURPOSE

Plans and designs construction projects which make up the County's road, bridge, drainage, sewage collection and treatment facilities, and water supply and distribution systems; provides plan checking and construction inspection for new subdivisions occurring in the County; provides encroachment permit services for utility and other public works being constructed within the County roads rights-of-way; provides staff review and support functions for the Planning Commission; administers the County's drainage trust fund; administers ordinances pertaining to roads and subdivisions; performs traffic studies, and makes recommendations with respect to traffic safety considerations.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Projects Designed & Constructed	21	20	25	30	36
Engineering Studies	N/A	97	150	185	220
Permits Issued & Inspected	444	452	467	500	500
Subdivisions Reviewed & Inspected	10	11	11	12	13
Utility System Evaluations	N/A	N/A	N/A	N/A	20

BUDGET UNIT: 30103 P.W. - ENGINEERING
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

WORKLOAD DATA

Projects Designed and Constructed consists of road reconstruction and resurfacing, bridge rehabilitation or replacement, and sewer, water or storm drainage systems whose design was completed and construction initiated this fiscal year. This includes projects funded by the Construction budget and other funding sources.

Engineering Studies are composed primarily of traffic engineering studies to determine the need for traffic control devices or regulatory signing. This data includes some project feasibility studies that were completed, but determinations were made that corrective measures were not necessary.

Permits Issued and Inspected reflect encroachment permits and geophysical permits that require an evaluation of the application, issuance of the permit, and on-site inspection to ensure compliance with the County's standards and any special conditions. Additionally, approximately 300 transportation permits are issued annually.

Subdivisions Reviewed and Inspected consist of major subdivisions that are processed by Public Works staff, require review of improvement plans that are ultimately inspected by Public Works forces. Minor subdivisions (generally four or fewer lots) and subdivisions that the Division processes on behalf of incorporated cities are not included in this workload measure.

Utility System Evaluations consists of evaluating water supply, sewer collection, and storm drainage systems for performance, capacity, efficiency, and compliance with all applicable codes.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$259,523 increase ($1,705,973 to $1,965,496)

- $89,869 - Increase resulting from request for first year funding of four additional positions, offset in part by the deletion of one vacant position (see Program Discussion).
- ($9,500) - Decrease in Extra-Help due to requested additional positions.
- $15,300 - Increase in Extra-Help-Contractual to fund Specialist Clerk position added during 1986-87 to perform specialized clerical tasks for the East Stockton Sewer Project. Cost is 100% reimbursed by grant funds.
- ($20,000) - Decrease in Overtime due to requested additional positions.
- $183,854 - Normal salary adjustments.

SERVICES & SUPPLIES
$33,554 increase ($218,430 to $251,984)

- $3,009 - Increase in Data Processing Direct Charges.
- $39,286 - Increase in Data Processing Equipment Charges.
- ($35,000) - Decrease in Professional Services (Data Base Mapping Services).
- $24,581 - Increase in Workers' Compensation Insurance.

FIXED ASSETS
$37,970 decrease ($75,570 to $37,600)
Major items requested are:

- $5,250 - Surveyor Tripod/Transits.
- $8,000 - Pen Plotter.
- $15,150 - Office Furniture.
- $9,200 - Miscellaneous Engineering Instruments.

BUDGET UNIT: 30103 P.W. - ENGINEERING
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

INTRAFUND TRANSFERS

No change.

- The $50,000 budgeted in this object represents a reimbursement to the Engineering Division for engineering services provided to other County departments.

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the Department of Public Works designed and constructed seven road resurfacing and reconstruction projects using $1.6 million of Senate Bill 300 funds. The Department was able to meet the time and performance constraints imposed by the three-year Senate Bill Program. The Engineering Division designed and inspected approximately $3.0 million of additional road projects which met the maintenance of effort requirement of this program. A significant amount of effort is now being diverted to the administration, design and inspection of Federally funded projects. Federal funding for projects, such as Community Development Block Grants (CDBG), Federal Highway Bridge Replacement and Rehabilitation (HBRR), Hazard Elimination Safety Program, and additional programs are generally available on a Statewide competitive basis requiring effective project selection, timely initiation and stringent performance requirements to maintain funding eligibility.

The 1987-88 Proposed Budget contains a request for four additional positions to perform subdivision inspections, utility engineering, and Special District administration. The requested positions are three Assistant Civil Engineers, at a first-year cost of $32,840 each ($98,520 total), and a Junior Administrative Assistant at a first-year cost of $24,359. First-year costs, including benefits, total $122,879. This cost is partially offset by the deletion of a vacant Junior Civil Engineer position at a savings of $33,010.

One position (Assistant Civil Engineer) is recommended in the Design Engineering Section to provide utility engineering services. This position is also necessary to provide a continuity of personnel responsible for the County's HBRR Program. The increase in utility projects is presently being completed by the same personnel that are responsible for the HBRR Program, thereby diverting their efforts in competing for Federal funding for bridge projects. Projected revenues from the CDBG Program, and services to Special Districts, will cover the cost of this position.

Two positions (Assistant Civil Engineer and Junior Administrative Assistant) are requested in the Field Engineering Section. The engineering position will provide administration and inspection for subdivision improvement projects. The other will provide office administrative assistance to the Field Engineering Section staff, allowing more time for the engineers to perform inspection functions. An increase in development within the County, as well as the loss of services from Caltrans (material testing, labor compliance, etc.) has overburdened the Field Engineering Section. To keep up with the workload, contract projects have been given priority over subdivision inspection which increases the potential for a poor quality product being completed by private developers. Projected revenues from inspection fees paid by private developers will provide 100% funding for these positions.

The fourth position (Assistant Civil Engineer) is requested in the Public Services Section to provide utility engineering services for the annexation of properties to Special Districts, including the determination of capacities, buy-in fees, necessary improvements, and assessment of user fees. The recently adopted County Development Policies, and the projected increase in County growth, has increased the need to ensure the orderly completion of the infrastructure necessary to accommodate development, and to ensure that each development makes an equitable contribution to the cost of necessary improvements.

BUDGET UNIT: 30103 P.W. - ENGINEERING
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

The additional engineering position requested in the Public Services Section is primarily needed to respond to the accelerated rate of development in the County. The incumbent will assist in processing new applications for commercial and industrial developments, as well as residential subdivisions. The current staffing level is inadequate for the number of projects that are submitted. Should the pace of development activity continue to accelerate, the backlog of applications will increase, resulting in further delays to developers and property owners. Existing and proposed fees for the administration of Assessment Districts, Areas of Benefit and Maintenance District/County Service Area formation, as well as other development related fees, are projected to adequately fund the cost of this position.

Additional Federal funding and the commensurate increase in projects, together with Special District projects, will continue to be a major function of the Department. The requested positions are necessary to address these functions as well as the new requirements resulting from the County's Development Policies. Also, the increased urbanization of San Joaquin County has accelerated the need to diversify from a Department that was primarily road oriented, to one that provides a broad range of services to ensure that the necessary infrastructure is in place and maintained for a growing community.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue to work with the Planning and Building Inspection Department and the City of Stockton to develop a Data Base Mapping System that can be utilized and funded by all participating County departments rather than each developing an independent system.	1. Completed the cost analysis and pilot program design phase of the System.
2. To complete the design and award contracts on 27 projects, with an estimated construction cost of $10 million.	2. Completed the design and award of 30 construction projects with a total value of $10.4 million.
3. To process final maps and improvement plans and inspect construction of 12 major subdivisions.	3. Processed 12 major subdivisions during 1986-87.
4. To reduce the time required to process the final acceptance of projects.	4. Implemented standardized processing to reduce review time and expedite acceptance.
5. To conduct approximately 240 traffic studies and implement any improvements warranted.	5. Conducted 185 studies and implemented corrective actions where warranted.
	6. Processed 93 minor subdivisions (Parcel Maps), some of which also required the review of related improvement plans.

BUDGET UNIT: **30103 P.W. - ENGINEERING**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 OBJECTIVES

1. To complete the design of five bridges for submission to Caltrans for consideration of HBRR funding (80% Federal funds).

2. To complete the design and award contracts for 36 projects with an estimated value of $11.9 million.

3. To process improvement plans and inspect construction of 13 major subdivisions.

4. To develop more comprehensive standards to ensure that adequate infrastructure is provided for each development consistent with the newly adopted County Development Policies.

5. To implement the pilot program of the Data Base Mapping System.

6. To provide engineering and administrative services to Special Districts to ensure that facilities are adequate for new and existing service requirements.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 30104 P.W. - EQUIPMENT MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 404,439	$ 435,046	$ 458,357	$ 458,357	$ 23,311
• Svcs/Supplies	449,090	511,830	537,384	537,384	25,554
• Fixed Assets	4,939	15,970	3,270	3,270	(12,700)
Total Expend	$ 858,468	$ 962,846	$ 999,011	$ 999,011	$ 36,165
• Intrafund Trans	(1,379)	0	0	0	0
TOTAL APPROP	$ 857,089	$ 962,846	$ 999,011	$ 999,011	$ 36,165
Earned Revenue By Source	See Public Works Summary Page				
ALLOCATED POSITIONS	12.0	12.0	12.0	12.0	0
TEMPORARY (FTE)*	0.0	0.0	0.0	0.0	0
TOTAL STAFFING	12.0	12.0	12.0	12.0	0

*Full-time equivalent

MANDATE

Section 941 of the Streets and Highways Code establishes the authority and the responsibility with the Board of Supervisors to maintain public roads. The Equipment Maintenance Division must maintain equipment at the level required by the users to meet and perform their road maintenance needs and mandates.

PURPOSE

To maintain the heavy equipment used by the Department of Public Works (Roads, Channel Maintenance, Solid Waste, and Utility Maintenance) and other departments of the County in compliance with OSHA and State Vehicle Code requirements.

WORKLOAD DATA

Equipment Maintenance activities include servicing, repairing, and minor and major rebuilding of: various types of specialized heavy-duty trucks, construction equipment, refuse disposal equipment, County-owned ferry boats, bridges, and fire fighting vehicles. Total County equipment repaired and maintained numbers 220. In Fiscal Year 1986-87, a decrease is noted in the number of jobs completed. This phenomenon is due primarily to the implementation of a Comprehensive Quality Control Program. The program identifies equipment mechanical problems as well as mechanic workmanship that is below standards. As a result, the staff hours required for each job has increased, the number of unscheduled equipment breakdowns have been reduced, and work completed is of much higher quality.

	-------Actual-------- 83-84	84-85	85-86	Est./ Act. 86-87	Proj. 87-88
CHP-30 Day Inspections	N/A	216	212	88	172
Annual Services Performed	N/A	44	32	28	35
P.M. Services Performed	N/A	112	105	92	110
Other Repair Services Performed	N/A	3,688	3,650	3,280	2,800
Quality Control Inspections	N/A	N/A	N/A	147	311

BUDGET UNIT: 30104 P.W. - EQUIPMENT MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

WORKLOAD DATA

California Highway Patrol (CHP)-30 Day Inspections are mandated by CHP and involve complete safety inspection of 23 units classified by the State Vehicle Code as commercial vehicles. These inspections include brakes, steering, lights, horn, fifth wheel condition, etc.

Annual Services include complete dismantling of major components on specialized construction equipment and accomplishment of needed repairs to insure reliability of this equipment on the job during the peak usage season.

Preventative Maintenance (P.M.) Services include scheduled safety inspections on all heavy-duty trucks and accomplishment of repairs as needed. These service intervals vary from 8,000 miles for gasoline-powered vehicles to 10,000 miles for diesel-powered vehicles.

Other Repair Services include all minor and major repairs accomplished on all equipment between scheduled preventative maintenance services. This category also includes repairs accomplished at the equipment job location and preparing new vehicles for service and old vehicles for sale.

Quality Control Inspections include inspections performed on approximately 10% of equipment brought into the Repair Shop. Inspections can be performed before, during, or after all repairs are completed. The purpose is to identify all existing and potential future problems with equipment while in for repair and to evaluate the quality of work being performed.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$23,311 increase ($435,046 to $458,357)
- $23,287 - Normal salary adjustments.

SERVICES & SUPPLIES
$25,554 increase ($511,830 to $537,384)
- $3,890 - Increase in Communications allocated charges.
- $2,000 - Increase in Shipyard Repairs based on mandated overhaul (dry dock) for a County ferry in 1987-88.
- $12,400 - Increase in parts, adjusted for usage and inflation.
- $6,275 - Workers' Compensation Insurance.
- $1,208 - Increase in Supervision Services account (salary adjustment) which is reimbursement to Motor Pool for 50% share of shop supervision.

FIXED ASSETS
$12,700 decrease ($15,970 to $3,270)
Items include:
- $315 - U-Joint Puller.
- $350 - Mobile Ladder.
- $1,255 - Card File Cabinet.
- $850 - Vehicle Wheel Dolly.
- $500 - Computer Software Upgrade.

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the Division implemented Phase III (Accounts Receivable Program) of the Computerized Inventory System. This program establishes each vehicle as a customer and allows tracking and identification of each part and to what vehicle the part was issued. With this capability, the program will identify repetitive use of parts on individual vehicles and will alert management of possible deficiencies of parts/vehicles.

BUDGET UNIT: **30104 P.W. - EQUIPMENT MAINTENANCE**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

In Fiscal Year 1987-88, the Division plans to develop a computer Local Area Network system which will tie together all in-house computers at the Motor Pool/Equipment Maintenance facility. This phase will improve efficiency by reducing repetitive data entry of information and will provide the Motor Pool Superintendent with immediate access to all information being tracked.

The Division will also develop a proposal for converting the Equipment Maintenance Parts Store from a Road Fund activity to an Internal Service Fund (ISF) activity. Preliminary findings indicate that major improvements in billing and parts cost allocations can be achieved as an end result.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue seeking company-sponsored training classes for all Mechanic II positions.	1. Received 40 hours of company-sponsored technical training by mechanics.
2. To complete implementation of a quality control program.	2. Completed and implemented a Comprehensive Quality Control Program. The program insures that a minimum of 10% of all completed work is inspected for quality and workmanship.
3. To implement Phase III (Accounts Receivable) which will enable tracking of parts used on each vehicle for the life of the vehicles.	3. Installed and initiated Phase III, (Accounts Receivable) of computerized inventory system.

1987-88 OBJECTIVES

1. To integrate all in-house computers through a Local Area Network system.
2. To develop proposals for converting parts inventory from a Road Fund activity to an Internal Service Fund.
3. To provide training on heavy equipment to 30% of the Heavy Equipment Mechanics.
4. To revise the Heavy Equipment Computerized Data Collection Program to make the program provide more meaningful information and eliminate unnecessary reports.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **30105 P.W. - ROAD MAINTENANCE**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 3,259,970	$ 3,636,092	$ 3,668,428	$ 3,668,428	$ 32,336
• Svcs/Supplies	680,437	1,626,113	1,823,127	1,823,127	197,014
• Other Charges	6,416	7,000	7,000	7,000	0
• Fixed Assets	339,839	502,850	466,126	466,126	(36,724)
Total Expend	$ 4,286,662	$ 5,772,055	$ 5,964,681	$ 5,964,681	$ 192,626
• Intrafund Trans	(19,018)	(800,000)	(840,000)	(840,000)	(40,000)
TOTAL APPROP	$ 4,267,644	$ 4,972,055	$ 5,124,681	$ 5,124,681	$ 152,626
Earned Revenue By Source	See Public Works Summary Page				
ALLOCATED POS	109.0	109.0	109.0	109.0	.0
TEMPORARY (FTE)*	1.6	5.1	4.6	4.6	(.5)
TOTAL STAFFING	110.6	114.1	113.6	113.6	(.5)

*Full-time equivalent

MANDATE

Section 900 et seq. of the Streets and Highways Code provides the authority and procedures by which the Board of Supervisors accepts roads into the maintained system. The level of service is discretionary; however, there is a legal obligation to keep roads open and in a safe condition.

PURPOSE

Funds the maintenance of the County road and bridge system to both protect the safety of the traveling public and preserve the capital investment in the system.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Road Reconstruction (miles)	20	16	17	17	24
Chip Sealing (miles)	127	137	142	134	155
Shoulder Weed Control (miles)	750	750	1,000	1,200	1,300
Shoulder Grading (miles)	100	125	150	250	250
Traffic Sign Maint. (each)	6,000	6,000	6,900	9,000	10,300
Pavement Striping (miles)	600	600	600	964	1,000
Tree Maintenance (each)	1,200	1,200	1,200	1,200	1,400
Sidewalk Repair (linear feet)	N/A	200	200	200	1,200
Pavement Legends (each)	N/A	10,000	10,000	13,000	14,000
Raised Pavement Markers (each)	N/A	26,000	40,000	43,500	45,000

Road Reconstruction is where the existing road surface is broken up and reshaped to a suitable grade or where aggregate base is added over the existing surface. After compacting, the surface is prime oiled and chip sealed.

BUDGET UNIT: 30105 P.W. - ROAD MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

WORKLOAD DATA

Chip Sealing is where major pavement failures are repaired and the existing surface is chip sealed with one to three applications of asphalt emulsion and rock chips.

Shoulder Weed Control is the roadway shoulder and ditch weed control accomplished by either mowing or herbicide application, or both.

Shoulder Grading includes grading of shoulders to allow roadway water to drain off, and to fill-in drop offs at the edge of pavement.

Traffic Sign Maintenance includes replacing damaged signs, placing new signs, and cleaning and servicing existing signs.

Pavement Striping includes painting center and edge lines that are required after reconstruction or resurfacing of roads and repainting existing lines to maintain visibility.

Tree Maintenance is trimming trees and removing dead or dying trees as required.

Sidewalk Repair is the removal and replacement of broken or displaced sidewalks, curbs, and gutters.

Pavement Legends are painted to instruct motorists of speed zones, directions, limits, etc.

Raised Pavement Markers are reflective markers used as an aid to delineate lane lines.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$32,336 increase ($3,636,092 to $3,668,428)

- $67,192 - Normal salary adjustments.
- ($50,875) - Channel Maintenance Superintendent position transferred to Flood Channel Maintenance budget (see Program Discussion).
- ($51,206) - Storekeeper I and Clerk II positions transferred to Administration budget (see Program Discussion).
- $70,550 - First-year's funding of three additional positions for newly proposed Sidewalk Repair Crew (see Program Discussion).
- $2,005 - Increase resulting from deletion of Maintenance Worker position and addition of Tree Crew Worker.
- $4,100 - Increase in Extra-Help due to normal salary adjustments.
- ($11,950) - Decrease in Extra-Help Contractual due to budget adjustment for 1987-88. This Division's share of supervisory services provided by Flood Channel Maintenance for the Alternate Work and Work Release Programs is now budgeted under Services and Supplies, "Supervision Services".
- $2,520 - Increase in Overtime due to normal salary adjustments.

SERVICES & SUPPLIES

$197,014 increase ($1,626,113 to $1,823,127)

- $7,800 - Increase in Maintenance-Equipment based on projected costs for servicing and repairs to equipment.
- ($36,000) - Decrease in Gasoline account due to reduction in number of gas-fueled pieces of equipment.

BUDGET UNIT: 30105 P.W. - ROAD MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

- $14,950 - Increase in Diesel Fuel account as the result of purchasing additional diesel fueled equipment.
- $14,500 - Increase in Supervision Services to reimburse Flood Channel Maintenance budget for supervision of Alternate Work and Work Release Programs. Supervision is provided by Flood Channel Maintenance staff.
- $118,700 - Increase in materials and supplies due to price increases and projected requirements for 1987-88. Included are: Lumber ($48,000), Plant Mix ($20,700), Traffic Supplies ($38,000), and Concrete ($12,000).
- $21,000 - Increase in Small Tools and Instruments stock in order to provide a centralized inventory of items common to all divisions. This will allow for an improved inventory control system.
- $52,379 - Increase in Workers' Compensation Insurance.

OTHER CHARGES
No change.

- The $7,000 budgeted in this object is to pay Reclamation District No. 2070 to operate the Woodward Island Ferry. Although there is no change in the budgeted amount of this object, it is explained here for informational purposes only.

FIXED ASSETS
$36,724 decrease ($502,850 to $466,126)

- The majority of the items budgeted as Fixed Assets are directly related to the maintenance of roads. For 1987-88, $430,000 is budgeted for this purpose (see Program Discussion for funding information and Equipment Budget Detail section at end of budget book for complete list of Fixed Assets).

INTRAFUND TRANSFERS
$40,000 increase ($800,000 to $840,000)

- $40,000 - This object reflects reimbursement to Road Fund from Road Districts' 75% share of costs for materials and maintenance paid from this budget unit for road maintenance projects. Increase is due to projected additional work and costs for 1987-88 (see Program Discussion).

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Road Maintenance Division is responsible for the maintenance of over 1,700 miles of roads, 291 bridges, and 365 minor structures. Maintenance activities include pavement, bridge, minor structure, and sidewalk maintenance and repair; shoulder mowing, grading, and herbicide spraying; pavement marking and striping; maintenance of traffic signs, storm drains, and trees; and street sweeping.

The Department has developed appropriate storage areas for road materials and has instituted strict physical and fiscal inventory controls for both yard materials and the storeroom. These controls include restricted access to the lumberyard, pipeyard, and storeroom. Also, all equipment issued to each employee is recorded and monitored. In all but emergency situations, supervisory approval is required prior to the issuance of storeroom supplies. During 1987-88, inventory levels will be increased to ensure that appropriate amounts of supplies are available without delay. This coincides with the centralization of inventory and stores as centralization will increase usage of the storeroom and yard supplies.

Effective July 1, 1987, clerical and recordkeeping duties of the Road Maintenance Division will be transferred to the Administration Division in order to consolidate purchasing, payroll, and inventory functions. This transfer affects two positions--Storekeeper I and Clerk II. For 1987-88, this transfer of positions will effect a decrease in this budget unit of approximately $51,206 in salaries and benefits. These positions, plus an Accountant

BUDGET UNIT: 30105 P.W. - ROAD MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Auditor I added in 1986-87, will form a section within the Department's Fiscal Office that will have the primary responsibility of maintaining budgetary control for various Road Maintenance Division accounts, (e.g. payroll, purchases of materials and supplies, etc.), and maintaining improved inventory and equipment usage records and control.

A computerized inventory program of County traffic control devices was completed in 1986-87. Full implementation of the program is scheduled in the 1987-88 year. Emphasis will continue to be placed on upgrading and maintenance of these devices.

The Division proposes the addition of three positions (one Bridge Maintenance and two Highway Maintenance Workers) to start a full-time sidewalk repair and replacement program. There have been identified 94,000 square feet of sidewalk in over 1,000 locations that requires replacement. It is proposed that by establishing a sidewalk repair crew, 12,000 square feet in 125 locations can be repaired annually. In 1987-88, this program will cost $120,000, with $108,000 funded from the Road Maintenance budget for equipment and labor and $12,000 for materials from the various Road Districts in which the work is to be done. First-year funding for salaries and benefits of the three additional positions is approximately $70,550.

One vacant position of Maintenance Worker is proposed to be deleted and a Tree Crew Worker position added at an additional annualized cost for 1987-88 of $2,005. This will alleviate a shortage of manpower on the tree crew. With the addition of a full-time Tree Crew Worker to the already existing three person crew, it is anticipated the production of the tree maintenance crew can increase by trimming an additional 400 trees annually.

The Channel Maintenance Superintendent's position was previously included in the Road Maintenance budget and funded half by the Road Fund and half by Channel Maintenance. Effective 1987-88, the Superintendent's position will be allocated to the Channel Maintenance budget unit because the majority of this position's time is spent supervising Channel Maintenance crews. The Bridge Maintenance crew, which previously was supervised by the Channel Maintenance Superintendent, is now supervised by a Road Maintenance Division General Foreman. For 1987-88, this transfer will effect a decrease in this budget unit of approximately $50,875 in salaries and benefits.

In addition to the funding provided in this budget for road maintenance purposes ($5.1 million), $2.3 million is budgeted in the Road District budgets, for a total of $7.4 million. Of the Road District total, $1.5 million is for the purchase of materials for seal coat and pavement restoration projects performed by the Road Maintenance Division (paid directly by the Road Districts). The remaining $.8 million is reimbursed by the Road Districts to the Road Fund for routine road maintenance materials, utilities costs, and traffic signal maintenance. For 1987-88, the following amounts are required to supplement the Road Fund for these purposes:

Item	Road Fund	Road Districts	Total
Signal Maintenance	$ 26,250	$ 78,750	$ 105,000
Plant Mix, Asphalt, & Concrete	94,425	283,275	377,700
Rock, Sand, & Gravel	10,500	31,500	42,000
Bitumens (Oil)	9,450	28,350	37,800
Herbicides	16,800	86,620	103,420
Traffic Supplies: Signs, Posts, & Hardware	44,500	133,500	178,000
Traffic Supplies: Paint	52,000	156,000	208,000
Utilities: Storm Pumps	1,282	3,848	5,130
Utilities: Traffic Lights	13,750	41,250	55,000
Totals	$268,957	$843,093	$1,112,050

BUDGET UNIT: 30105 P.W. - ROAD MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1986-87, the Division chip sealed 134 miles of County streets and roads, including 16.5 miles within urban areas. In 1987-88, the Division proposes to chip seal 155 miles of streets and roads with 24.7 miles in the east Stockton urban area.

The 1987-88 Fixed Assets total represents a decrease of $36,724 from the 1986-87 budget ($502,850 to $466,126). Most of the Fixed Assets funds requested ($430,000) are for the replacement of existing equipment and the addition of one Highway Traffic Line Striper ($100,000). Currently, the Division has one Highway Traffic Line Striper. With the addition of a second unit, crews will be able to keep up with road restriping needs after seal coating and paving operations, and maintain the existing repainting schedule. The Hydraulic Excavator being replaced ($120,000) requires two persons for operation. The replacement unit will require one operator, resulting in lower operating costs. Major equipment acquisitions are:

• Hydraulic Excavator	$120,000
• Street Sweeper	90,000
• Chip Spreader	80,000
• Highway Traffic Line Striper	100,000
• Legend Truck	40,000
Total	$430,000

Funding for the purchase of Road Maintenance equipment is made available by interest paid to the five County Road District funds and transferred at the end of each fiscal year to the Road Fund for the Public Works Equipment Replacement Program. In 1986-87, this interest amounted to $358,490. For 1987-88, it is projected that the interest will amount to $385,000. The interest and the $45,000 estimated salvage value of equipment to be replaced totals $430,000. Any shortage between revenues available and the cost of equipment to be purchased is made up by the Road Fund.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete the necessary tie-in to the Department's mainframe computer to improve inventory control of materials and job cost accounting.	1. The tie-in to the Department's mainframe computer has not been completed. The inventory control of materials has been accomplished with the Road Maintenance computer, with full job cost accounting being accomplished using the mainframe, and compiled data from the Road Maintenance computer.
2. To complete the traffic control device inventory for improved maintenance scheduling.	2. Completed the traffic control device inventory.
3. To complete the work standards and safety operating policies started in 1985-86 and distribute to all employees.	3. Completed work standards and safety operating policies for the Traffic Maintenance Section of the Road Maintenance Division.
4. To reconstruct by adding aggregate base or scarifying the existing surface and compacting 20 miles of County roads followed by triple chip seal.	4. Reconstructed by adding aggregate base or scarified the existing surface and recompacted 17.1 miles of County road followed by a triple chip seal.

BUDGET UNIT: **30105 P.W. - ROAD MAINTENANCE**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
5. To chip seal 142 miles of County roads including 18 miles of urban streets.	5. Chip sealed 134 miles of County roads including 16.5 miles within urban areas.
6. To intensify the existing traffic sign maintenance program by reducing the 2,500 signs identified as damaged, worn, or faded by 50%	6. Increased the traffic sign and legend maintenance program, reducing the 2,500 signs identified as damaged, worn, or faded by 40%.

1987-88 OBJECTIVES

1. To initiate sidewalk repair program repairing 1,200 linear feet of sidewalk, curb, and gutter.
2. To begin using the traffic device inventory for scheduling sign maintenance.
3. To chip seal 155 miles of County streets and roads.
4. To reconstruct 24.7 miles of County roads.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **30106 P.W. - CONSTRUCTION**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 2,398,133	$ 7,975,469	$ 8,874,780	$ 8,874,780	$ 899,311
TOTAL APPROP	$ 2,398,133	$ 7,975,469	$ 8,874,780	$ 8,874,780	$ 899,311
Earned Revenue By Source	See Public Works Summary Page				
TOTAL STAFFING	0	0	0	0	0

MANDATE

Section 900 et seq. of the Streets and Highways Code provides the authority and procedures by which the Board of Supervisors accepts roads into the maintained system. The level of service is discretionary; however, there is a legal obligation to keep roads open and in a safe condition.

PURPOSE

To provide the funding source necessary to research, plan, design, construct, improve, maintain and operate the County's public roads, bridges and related facilities.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Federal and State gas tax, fines and forfeitures, and other miscellaneous funds, and Local Transportation Funds are available to resurface or reconstruct County roadway projects contained in this budget.

The various funding sources for the 1987-88 construction program are identified and explained below:

Federal Aid Urban - $553,000
Federal Aid Urban (FAU) project funds are raised by the Federal gas tax and used for the reconstruction or resurfacing of County roads which have been designated as Federal routes within the urban areas of the County having a population in excess of 5,000 people. Routes are determined by functional usage classification. These funds must be expended on the above-mentioned routes.

Federal Aid Secondary - $1,267,000
Federal Aid Secondary (FAS) project funds are raised by the Federal gas tax and used for the reconstruction or resurfacing of rural County roads that have been designated as Federal Aid Secondary routes by their functional usage classification. These funds may be used on structures located on these routes. These funds must be expended on the above-mentioned routes.

Federal Highway Bridge Replacement and Rehabilitation - $3,255,000
Federal Highway Bridge Replacement and Rehabilitation (FHBRR) funds are raised by the Federal gas tax and returned to the State for use on deficient bridges. The County establishes a list of bridges that need to be replaced or upgraded. The State uses lists submitted by local agencies to establish a Statewide priority list. Once a bridge has been programmed, the funds then must be used by the local agency on that specific bridge.

BUDGET UNIT:	**30106 P.W. - CONSTRUCTION**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**ROADS & FACILITIES**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Local Contributions - $3,799,780

Local contributions are a combination of revenues contributed by Caltrans or cities as their share of joint projects, and local gas tax revenues. These funds are designated to a specific road construction project or a minor structure rehabilitation, in conjunction with Road District, State, or Federal funds. A breakdown of these revenues is:

Gas Tax	$ 3,383,780
State Matching Funds	207,000
Other Project Revenue	209,000
Total	$ 3,799,780

1987-88 Revenue Total	$ 8,874,780

Many of the funds noted above are received by the County only after a specific project has been approved by the funding agency and the work has been completed. Periodic payments can be made by the funding agency as the work progresses and payment requests are submitted to the funding agency.

1986-87 OBJECTIVES

The 1986-87 Proposed Budget reported it was anticipated that construction contracts for the following projects would be issued during 1986-87. The amounts budgeted do not necessarily reflect the total construction costs because, in some cases, additional funding is derived from the Road Districts or funds encumbered from the prior fiscal year.

1986-87 Objectives - Budgeted Contract Projects

1.	Eight Mile Road Bridge No. 1043	$ 1,337,000
2.	West Lane Resurfacing (Morada Lane to Eight Mile Road)	275,000
3.	Thornton Road Reconstruction (Hacienda Drive to Bear Creek)	1,017,000
4.	Paradise Road Bridge No. 1831 and No. 1832	1,380,000
5.	SB 300 Program (Various Locations)	815,824
6.	Pavement Marking Program (Various Locations)	45,000
7.	Jack Tone Road Resurfacing (Mariposa Road to Hwy 4)	345,000
8.	Mariposa Road Resurfacing (Austin Road to Carpenter Road)	285,000
9.	Jack Tone Road Resurfacing (Hwy 99 to Hwy 120)	380,000
10.	Lathrop Road Reconstruction (Airport Way to Hwy 99)	300,000
11.	Resurfacing Airport Way (Roth Road to Lathrop Road)	240,000
12.	FAU Program (Various Locations)	169,000
13.	FAS Program (Various Locations)	607,000
14.	Resurfacing Projects (Various Locations)	2,271,285
15.	Escalon-Bellota Road (Hwy 4 to Copperopolis Road)	300,000
16.	Williamson Road Bridge No. 1941	300,000
17.	McArthur Road Bridge No. 1764	364,000
18.	Minor Structure Rehabilitation (Various Locations)	200,000
	1986-87 Construction - Budgeted Total	$10,631,109

1986-87 ACCOMPLISHMENTS

During Fiscal Year 1986-87, the Public Works Department administered 21 construction budget projects totalling approximately $7 million. The number of projects performed exceeds the anticipated objectives of constructing 18 projects. Two of the 21 projects constructed were a consolidation of six separate projects shown on the 1986-87 objectives. The total number of projects completed does not reflect the consolidation of projects.

BUDGET UNIT: 30106 P.W. - CONSTRUCTION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 ACCOMPLISHMENTS

The Paradise Road and Williamson Road bridge projects were not awarded in 1986-87. These bridges have been rescheduled for Fiscal Year 1987-88. A portion of the FAS and the FAU resurfacing program was not constructed due to a lack of funding at the Federal level.

Additionally, because of significantly lower oil prices this year, all road resurfacing projects were awarded at costs that produced substantial savings, thus enabling us to construct projects for 1986-87 that might otherwise not have been funded.

Taking these factors into consideration, the overall construction budget expenditure was approximately $3.8 million below the anticipated amount. Nevertheless, except for the previously mentioned bridge projects, the majority of the 1986-87 objectives were met.

1986-87 - Completed Contract Projects

The following projects have been completed and accepted by the Board of Supervisors or are in various stages of construction during the Fiscal Year 1986-87. The costs shown represent the anticipated expenditures for 1986-87:

1.	Eight Mile Road Bridge	$1,337,000
2.	Walnut Grove Road Bridge No. 1474 Structural Repairs	115,840
3.	Millers Ferry (Walnut Grove Road) Bridge No. 1474 Electrical Repairs	33,294
4.	Highway Lighting Modification	11,766
5.	Resurfacing of Bird Road and Grant Line Road	421,003
6.	Resurfacing of Benjamin Holt Drive	74,277
7.	Resurfacing of Peltier Road No. 2	152,918
8.	Resurfacing of Jack Tone Road	249,814
9.	Resurfacing of French Camp Road	121,719
10.	Resurfacing of Airport Way/West Lane	365,000
11.	Resurfacing of Cherokee, Sanguinetti, Washington	200,000
12.	Reconstruction of Lathrop Road	530,000
13.	Reconstruction of Thornton Road	997,440
14.	Walnut Grove Road Flood Damage Repair	56,624
15.	Thermoplastic Pavement Markings	140,000
16.	MacArthur Drive Bridge No. 1764	506,000
17.	Minor Structures Rehabilitation 1987	200,000
18.	Federal Aid Secondary (Jack Tone - 99/120; Escalon-Bellota; Carpenter - Mariposa to Austin; Jack Tone Road Mariposa to Hwy 4)	1,081,484
19.	Resurfacing of Benjamin Holt Drive No. 2	235,000
	1986-87 Construction - Expenditure Total	$6,829,179

1986-87 CONSTRUCTION PROJECTS ADMINISTERED BY PUBLIC WORKS (Other Projects)

In addition to the projects budgeted in the "Construction" and "Road District" budgets, Public Works performs contract and construction administration for projects funded from other sources. These are projects that have been designed by Public Works staff or by consulting engineers engaged by the County and working with staff.

The following projects have been completed and accepted by the Board of Supervisors or are in various stages of construction during the Fiscal Year 1986-87. The costs shown represent the anticipated expenditures for 1986-87:

Special District Projects

Calaveras River Levee Project	$ 210,000
Southern Water System Improvement	614,000
Lincoln Village Utility Water System Improvement	180,000
Subtotal	$1,004,000

BUDGET UNIT: 30106 P.W. - CONSTRUCTION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 CONSTRUCTION PROJECTS ADMINISTERED BY PUBLIC WORKS (Other Projects)

Community Development Block Grant

Lathrop Acres Additional Improvements	$ 100,000
Larch Clover Area Water System	677,000
Acampo Test Wells	25,000
Subtotal	$ 802,000

Miscellaneous Funded Projects

Farmington Tennis Court	$ 25,945
Lovelace Transfer Station and Harney Lane Landfill Scales and Computer Project	190,000
Lovelace Transfer Station, Harney Lane Landfill Scale House/Electrical	67,650
Hazelton Avenue Complex - Phase IV	340,000
Subtotal	$ 623,595
Other Projects Total	$ 2,429,595

1986-87 Summary

Total Construction Expenditures	$ 6,829,179
Total Other Projects	2,429,595
Total Road District Projects	1,158,400
Total 1986-87 Contract Expenditures	$10,417,174

1987-88 OBJECTIVES

The following projects will be completed and accepted by the Board of Supervisors or will be in various stages of construction during Fiscal Year 1987-88. The costs shown represent the anticipated expenditures for 1987-88:

1. Chrisman Road Resurfacing - FAS (Linne Road to Schulte Road)	$ 350,000
2. West Lane Resurfacing - FAS (Northbound, Eight Mile Road to Armstrong Road)	315,000
3. Lower Sacramento Road Resurfacing - FAS (Bear Creek to 0.1 mile south of Eight Mile Road)	175,000
4. Grant Line Road - FAS (Byron Road to City Limits)	192,000
5. Thornton Road - FAS (Eight Mile Road to DeVries Road)	442,000
6. Mariposa Road - FAU (Hwy 99 to Carpenter Road)	245,000
7. Thornton Road - FAU (Hammer Lane to Davis Road)	210,000
8. Country Club Boulevard - FAU (Pershing Avenue to City Limits)	187,000
9. Minor Structure Rehabilitation 1988	200,000
10. Olive Avenue Realignment	110,000
11. Elliott Road Bridge No. 1151 - FHBRR	1,146,000
12. Oro Avenue Bridge No. 1830 - FHBRR	275,000
13. Williamson Road Bridge No. 1941 - FHBRR	370,000
14. Paradise Road Bridges No. 1831 and 1832 - FHBRR	1,400,000
15. Tracy Boulevard Bridge No. 1692 - FHBRR	250,000
16. Tully Road Bridge No. 1899 - FHBRR	225,000
17. Resurfacing/Reconstruction Projects	1,482,780
18. Lovelace Road Resurfacing (Airport to Union)	200,000
19. Delaware and Telegraph Avenue (Alpine to Mission)	260,000
20. Alpine Avenue Resurfacing (Rainier to Kirk)	210,000
21. Liberty Road Resurfacing (One Mile East of Dry Creek to State Hwy 88)	330,000
22. Corral Hollow Road Resurfacing (W.P.R.R. to Hwy 580)	300,000
1987-88 Construction - Budgeted Total	$ 8,874,780

BUDGET UNIT: 30106 P.W. - CONSTRUCTION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1987-88 CONSTRUCTION PROJECTS ADMINISTERED BY PUBLIC WORKS

In addition to the projects budgeted in the "Construction" and "Road District" budgets, Public Works performs contract and construction administration for projects funded from other sources. These are projects that will be designed by Public Works staff or by consulting engineers engaged by the County and working with staff.

The following projects will be completed and accepted by the Board of Supervisors or will be in various stages of construction during the Fiscal Year 1987-88. The costs shown represent the anticipated expenditures for 1987-88:

Miscellaneous Funded Projects

Acampo Water System	$ 300,000
Thornton Storm Drainage System	355,000
1987-88 CDBG Projects	800,000
Hospital Parking Lot	188,000
Marsh Street Pedestrian Overcrossing	700,000
Total Miscellaneous Projects	$ 2,343,000
Total Road District Projects	2,133,000
Total Construction Budget	8,874,780
Total 1987-88 Contract Expenditure	$13,350,780

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **30108 P.W. - GENERAL SERVICES**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Fund: Road	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 173,716	$ 195,231	$ 236,396	$ 236,396	$ 41,165
• Svcs/Supplies	6,509	10,038	16,065	16,065	6,027
• Other Charges	755	2,500	2,500	2,500	0
• Fixed Assets	3,935	500	0	0	(500)
Total Expend	$ 184,915	$ 208,269	$ 254,961	$ 254,961	$ 46,692
• Intrafund Trans	(49,751)	(59,000)	(76,000)	(76,000)	(17,000)
TOTAL APPROP	$ 135,164	$ 149,269	$ 178,961	$ 178,961	$ 29,692
Earned Revenue By Source	See Public Works Summary Page				
ALLOCATED POSITIONS	5.0	5.0	6.0	6.0	1.0
TEMPORARY (FTE)*	0.2	0.2	0.1	0.1	(0.1)
TOTAL STAFFING	5.2	5.2	6.1	6.1	0.9

*Full-time equivalent

MANDATE

Section 941 of the Streets and Highways Code establishes the authority for the Board of Supervisors, by proper order, to cause those county highways which are necessary to public convenience to be established, recorded, constructed, and maintained.

Transit programs are not mandated. However, to be eligible to receive Transportation Development Act (TDA) funds, the County must use them for fulfilling reasonable transit needs prior to claiming them for other transportation purposes.

PURPOSE

To provide real property services, as needed, to complete County projects including property acquisition and disposition, environmental reviews, appraisals, and abandonments.

To provide public transportation management and coordination of County's transit services, contracts and contributions, and County liaison for transportation-related matters.

WORKLOAD DATA (Real Property)

(See Transportation Coordination budget, No. 395, for transit workload data.)

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Environmental Reviews	37	38	40	55	65
Appraisals	22	28	34	35	40
Miscellaneous Contacts	527	610	648	700	750
Abandonments	N/A	N/A	6	15	15
Total	586	676	728	805	870

BUDGET UNIT: 30108 P.W. - GENERAL SERVICES
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

WORKLOAD DATA

Environmental Reviews consist of a review of each project to see that the environmental concerns are addressed under the California Environmental Quality Act. These reviews ultimately result in a written report as either a categorical exemption or negative declaration.

Appraisals consist of making estimates to be used for budgeting (Countywide), park fee appraisals, acquisition appraisals, excess land appraisals, and easement appraisals.

Miscellaneous Contacts include contacting landowners for various rights-of-entry, negotiations contacts (for land acquisition and land leasing), and public contacts made to resolve real property questions relative to the County.

Abandonments consist of processing requests for roadway or easement abandonments. Also includes processing and consultation with the public on abandonment inquiries.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$41,165 increase ($195,231 to $236,396)

- $8,631 - Normal salary adjustments.
- $28,248 - First year's funding for requested position of Assistant Real Property Agent (see Program Discussion).
- ($2,550) - Decrease in Extra-Help based on addition of requested position.
- $1,550 - Increase in Overtime due to anticipated occasional weekend work by transit and real property personnel.

SERVICES & SUPPLIES
$6,027 increase ($10,038 to $16,065)

- $1,238 - Increase in Communications charges.
- $800 - Increase in Motor Pool usage resulting from additional position.
- $2,970 - Increase in Data Processing Equipment charges.
- $2,795 - Increase in Workers' Compensation Insurance.
- ($2,100) - Decrease in Environmental Testing due to completion in 1986-87 of one-time archaeological and cultural study.

FIXED ASSETS
$500 decrease ($500 to zero)

- ($500) - Decrease - No Fixed Assets requested.

INTRAFUND TRANSFERS
$17,000 increase ($59,000 to $76,000)

- $17,000 - This object represents reimbursement to the Road Fund from the Transportation Coordination Program for salaries and benefits of transit staff, and from other County departments for real property services provided by Public Works. Increase due to normal salary adjustments, increased usage of a Specialist Clerk for transit purposes, and increased non-Road Fund usage of real property services by other County departments.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Public Works General Services budget funds the Real Property and Transportation Coordination personnel and other support services for the following:

- Environmental assessments on all projects designed by the Public Works Department as called for by the California Environmental Quality Act.

BUDGET UNIT: 30108 P.W. - GENERAL SERVICES
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Right-of-way functions as they relate to the appraised evaluation, acquisition, abandonment, and management of real property for public purposes in support of public works programs and other County programs.
- Salaries and benefits of the County's Transportation Coordination Office. This includes a full-time Transportation Coordinator and a part-time (90% of a full-time position) Specialist Clerk. These costs are reimbursed as an Intrafund Transfer to the Road Fund from the Transportation Coordination Program (see Budget Unit No. 395 for additional information).
- Salaries and benefits of a clerical position in the County Counsel's Office for the San Joaquin County Flood Control and Water Conservation District. These costs are reimbursed as a revenue to the Road Fund from this Special District.

The following is a breakdown of the reimbursement projected for this budget unit in 1987-88:

Transportation Coordination	$ 70,653
Other County Departments	5,347
Charges for Services (non-County)	20,000
Flood Control	32,901
Road Fund	126,060
Total	$254,961

The proposed 1987-88 budget contains a request for an additional Assistant Real Property Agent. This position is recommended due to the increase in right-of-way acquisition for bridge and utility projects and the increased utilization of the Real Property Division by other County departments for items such as lease negotiations. The Division also processes Environmental Reviews for County projects. There has been a 76% increase in workload in this area since 1983-84 with no increase in personnel. It is projected that revenues generated from increased abandonment fees, reimbursement from County departments, land rental revenues, and developmental related activities will offset 75% of the $28,248 first-year cost of this position.

The following chart is indicative of the workload increase of the Real Property staff since Fiscal Year 1983-84:

	Actual 1983-84	Projected 1987-88	Percent Increased
Environmental Reviews	37	65	+ 76%
Appraisals	22	40	+ 82%
Miscellaneous Contacts	527	750	+ 42%

In addition to the above, it is anticipated that 15 right-of-way abandonments will be processed by the Real Property Section for approval by the Board of Supervisors in 1987-88. These are additional responsibilities added in 1985-86 and, therefore, not reflected in 1983-84 Workload Data.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
(See Transportation Coordination budget for Objectives and Accomplishments.)	
1. To review requirements and reconcile procedures for abandonments for County roads and easements, and streamline existing procedures.	1. Developed abandonment procedures, and a monthly "Status of Abandonments" report has been instituted.
2. To computerize the Department's real property files.	2. Indexed 170 Real Property files on the Central Files computer and the placed files in Central Files.

BUDGET UNIT: 30108 P.W. - GENERAL SERVICES
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To finalize procedures on abandonments of roadways and easements, and to improve the methods of processing these abandonments.	3. Implemented abandonment procedures in conformance with California Streets and Highways Code; these are now being utilized.

1987-88 OBJECTIVES

1. To expand the computerized indexing system of Real Property files to retrieve information required from files located in the Public Works archives.

2. To work with County General Services Department to establish procedures for initiating and renewing County leases whereby the County can optimize its return on rentable County-owned properties.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: **PUBLIC WORKS - EQUIPMENT MAINTENANCE & MOTOR POOL**
DEPARTMENT: **PUBLIC WORKS**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,021,950	$ 1,089,322	$ 1,190,328	$ 1,190,328	$101,006
• Svcs/Supplies	2,138,732	2,293,085	2,454,953	2,454,953	161,868
• Fixed Assets	4,939	15,970	3,270	3,270	(12,700)
Total Expend	$ 3,165,621	$ 3,398,377	$ 3,648,551	$ 3,648,551	$250,174
• Intrafund Trans	(1,379)	0	0	0	0
TOTAL APPROP	$ 3,164,242	$ 3,398,377	$ 3,648,551	$ 3,648,551	$250,174
Earned Revenue By Source					
• Charges for Svcs	$ 3,271,671	$ 3,314,039	$ 3,539,402	$ 3,539,402	$225,363
• Other Revenue	98,629	84,338	109,149	109,149	24,811
TOTAL REVENUE	$ 3,370,300	$ 3,398,377	$ 3,648,551	$ 3,648,551	$250,174
NET COUNTY COST					
• Support*	$ (206,058)	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	33.0	33.0	34.0	34.0	1.0
TEMPORARY (FTE)**	0.8	0.0	1.0	1.0	1.0
TOTAL STAFFING	33.8	33.0	35.0	35.0	2.0

*Motor Pool profit credited to users in 1986-87
**Full-time equivalent

SUMMARY

The County's Shop Superintendent is responsible for supervising both the Public Works Equipment Maintenance Division (heavy equipment), which is a part of the Road Fund, and the Motor Pool Shop (general purpose vehicles), which is an Internal Service Fund. Both operations are Divisions of the Department of Public Works.

PROGRAM HIGHLIGHTS

The following are 1987-88 program highlights for these budget units:

- The combined 1987-88 Shop budgets total $3,648,551, an increase of $250,174 (7.4%) from the previous year. Staffing has been increased by adding one full-time position and one FTE in the Motor Pool Division.

- Equipment Maintenance activities in the Wilson Way Shop and in the field include servicing, repairing, and rebuilding various types of specialized heavy-duty trucks, construction equipment, refuse disposal equipment, ferry boats, mechanically-operated bridges, and fire fighting vehicles. Total County equipment of this type repaired and maintained numbers over 220.

- Motor Pool activities include repairing, maintaining, and disposing of various types of automobiles and light trucks for the use by County employees on official business. A pool of vehicles is maintained near the Courthouse for use by departments located in the downtown area. A satellite repair shop is located at the Mathews Road facility for the repair of Sheriff's patrol vehicles. The total Motor Pool fleet numbers 550 units.

- All charges for Motor Pool services are billed to the using departments. Services provided by Equipment Maintenance are billed only to non-Road Fund departments. However, for the purposes of this summary, it is assumed that all expenditures are offset by revenues in order to simplify this presentation.

BUDGET UNIT: 313-317 ROAD DISTRICTS 1-5
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

ROAD DISTRICTS

SUMMARY

	1985-86 Actual	1986-87 Approved	1987-88 Recommended	Inc./Dec.
Appropriations				
Road District 1	$ 278,461	$ 874,167	$ 688,783	$ (185,384)
Road District 2	57,441	528,229	558,356	30,127
Road District 3	883,094	2,496,429	3,038,924	542,495
Road District 4	1,166,313	1,105,102	1,211,539	106,437
Road District 5	674,459	1,856,099	1,960,980	104,881
TOTAL APPROPRIATIONS	$ 3,059,768	$ 6,860,026	$ 7,458,582	$ 598,556
Revenues				
Property Taxes	$ 1,739,827	$ 1,866,800	$ 1,942,887	$ 76,087
Other Taxes	916,269	966,838	947,527	(19,311)
Interest & Rents	406,523	459,688	385,000	(74,688)
Aid-Other Govt	82,254	100,850	79,150	(21,700)
Other Revenues	31,235	0	0	0
Fund Balance	(116,340)	3,465,850	4,104,018	638,168
TOTAL REVENUES	$ 3,059,768	$ 6,860,026	$ 7,458,582	$ 598,556

The 1987-88 recommended appropriations include estimated carryover fund balances available from 1986-87. These fund balances are projected based on projects anticipated to be completed by June 30, 1987. If the projected projects are not completed by this date, 1986-87 expenditures will be reduced and the carryover fund balances will be greater than the current estimate. It should be noted that the 1985-86 Fund Balance represents the funding required (or subtracted) to balance Revenues against Appropriations for the purpose of this summary.

MANDATE

Section 10-1000 et seq. of the County Ordinance Code provides for the establishment of five road maintenance districts under the authority set forth in Sections 1200 et seq. of the Streets and Highways Code.

PURPOSE

To provide funding within the five County Road Districts for materials for road maintenance operations, the local match and non-participating funds for Federal and State road project construction grants, and for contract projects.

PROGRAM DISCUSSION OF 1987-88 BUDGET

Road District funds are used to supplement the Public Works Road Fund by providing the resources for expanded services within specific Road Districts to meet District needs rather than the Countywide road priorities. All monies raised in a District must be expended on the road system within that District. Based upon advice from the Director of Public Works, the Board of Supervisors selects the work that will be undertaken.

In total, the amount of new funding available in 1987-88 for all the Road Districts is $3.4 million. This source of funding is available for road purposes because, unlike other San Joaquin Valley counties, San Joaquin County dedicates these funds to supplement the roads program.

BUDGET UNIT:	**313-317 ROAD DISTRICTS 1-5**
DEPARTMENT:	**PUBLIC WORKS**
FUNCTION:	**ROADS & FACILITIES**
RESPONSIBLE MANAGER:	**HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Funds generated within each Road District are generally expended as follows:

75% of the cost of materials is paid for:

- Aggregate base and asphaltic material used for routine maintenance.
- Traffic signs, posts, hardware, and paint.
- Utilities for traffic lights and storm drain pumps.
- Contract maintenance for traffic lights.

Materials for maintenance projects, seal coats, and herbicides are funded totally by the Road District. Additionally, the local share of Federally funded projects is provided by the Road District in which the project is being constructed. Contract resurfacing and reconstruction projects, in addition to work performed by maintenance forces, are funded by the Road District. Road District programs can require funding that must be accumulated over multiple fiscal years; consequently, there can be a carryover to accommodate such programs.

The Road Districts provide funding for routine road maintenance materials, utilities costs, and traffic signal maintenance. For 1987-88, the following amounts are required to supplement the Road Fund for these purposes:

Item	Road Fund	Road Districts	Total
Signal Maintenance	$ 26,250	$ 78,750	$ 105,000
Plant Mix, Asphalt & Concrete	94,425	283,275	377,700
Rock, Sand & Gravel	10,500	31,500	42,000
Bitumens (Oil)	9,450	28,350	37,800
Herbicides	16,800	86,620	103,420
Traffic Supplies: Signs, Posts & Hardware	44,500	133,500	178,000
Traffic Supplies: Paint	52,000	156,000	208,000
Utilities: Storm Pumps	1,282	3,848	5,130
Utilities: Traffic Lights	13,750	41,250	55,000
TOTALS	$268,957	$843,093	$1,112,050

The interest earned by the five Road Districts is transferred at the end of each fiscal year to the Road Fund (Public Works) for the purchase of road maintenance equipment. For 1987-88, this interest is estimated to be $385,000. Since the transfer of Road District interest was approved by the Board of Supervisors in 1984-85, total interest paid to the Road Fund is as follows:

1984-85	$ 367,735*
1985-86	406,523
1986-87	358,490
Subtotal	$1,132,748
Projected 1987-88	385,000
Total	$1,517,748

*First year represented only three-quarters.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **313-317 ROAD DISTRICTS 1-5**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

BUDGET UNIT: **313 ROAD DISTRICT 1**

	1985-86	1986-87	1987-88		
Fund: Road Dist 1	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 230,223	$ 806,344	$ 638,783	$ 638,783	$(167,561)
• Other Charges	48,238	67,823	50,000	50,000	(17,823)
TOTAL APPROP	$ 278,461	$ 874,167	$ 688,783	$ 688,783	$(185,384)
Earned Revenue By Source					
• Property Taxes	$ 212,248	$ 227,700	$ 233,677	$ 233,677	$ 5,977
• Other Taxes	76,763	82,943	77,764	77,764	(5,179)
• Int & Rents	48,238	67,823	50,000	50,000	(17,823)
• Aid-Other Govt	9,409	9,452	9,150	9,150	(302)
• Fund Balance	(68,197)	486,249	318,192	318,192	(168,057)
TOTAL REVENUE	$ 278,461	$ 874,167	$ 688,783	$ 688,783	$(185,384)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

BUDGET UNIT: **314 ROAD DISTRICT 2**

	1985-86	1986-87	1987-88		
Fund: Road Dist 2	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 33,669	$ 507,756	$ 538,356	$ 538,356	$ 30,600
• Other Charges	23,772	20,473	20,000	20,000	(473)
TOTAL APPROP	$ 57,441	$ 528,229	$ 558,356	$ 558,356	$ 30,127
Earned Revenue By Source					
• Property Taxes	$ 79,672	$ 85,600	$ 90,565	$ 90,565	$ 4,965
• Other Taxes	41,441	43,619	41,610	41,610	(2,009)
• Int & Rents	23,772	20,473	20,000	20,000	(473)
• Aid-Other Govt	3,532	3,520	3,550	3,550	30
• Other Revenues	1,185	0	0	0	0
• Fund Balance	(92,161)	375,017	402,631	402,631	27,614
TOTAL REVENUE	$ 57,441	$ 528,229	$ 558,356	$ 558,356	$ 30,127
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

BUDGET UNIT: **313-317 ROAD DISTRICTS 1-5**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

BUDGET UNIT: **315 ROAD DISTRICT 3**

	1985-86	1986-87	1987-88		
Fund: Road Dist 3	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 727,620	$ 2,312,143	$ 2,888,924	$ 2,888,924	$ 576,781
• Other Charges	155,474	184,286	150,000	150,000	(34,286)
TOTAL APPROP	$ 883,094	$ 2,496,429	$ 3,038,924	$ 3,038,924	$ 542,495
Earned Revenue By Source					
• Property Taxes	$ 488,591	$ 524,200	$ 518,731	$ 518,731	$ (5,469)
• Other Taxes	254,340	270,067	256,984	256,984	(13,083)
• Int & Rents	155,474	184,286	150,000	150,000	(34,286)
• Aid-Other Govt	26,784	21,710	23,300	23,300	1,590
• Other Revenues	16,219	0	0	0	0
• Fund Balance	(58,314)	1,496,166	2,089,909	2,089,909	593,743
TOTAL REVENUE	$ 883,094	$ 2,496,429	$ 3,038,924	$ 3,038,924	$ 542,495
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

BUDGET UNIT: **316 ROAD DISTRICT 4**

	1985-86	1986-87	1987-88		
Fund: Road Dist 4	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 1,078,830	$ 1,020,846	$ 1,136,539	$ 1,136,539	$ 115,693
• Other Charges	87,483	84,256	75,000	75,000	(9,256)
TOTAL APPROP	$ 1,166,313	$ 1,105,102	$ 1,211,539	$ 1,211,539	$ 106,437
Earned Revenue By Source					
• Property Taxes	$ 529,957	$ 568,600	$ 616,888	$ 616,888	$ 48,288
• Other Taxes	307,724	322,618	328,380	328,380	5,762
• Int & Rents	87,483	84,256	75,000	75,000	(9,256)
• Aid-Other Govt	23,494	47,060	24,150	24,150	(22,910)
• Other Revenues	13,831	0	0	0	0
• Fund Balance	203,824	82,568	167,121	167,121	84,553
TOTAL REVENUE	$ 1,166,313	$ 1,105,102	$ 1,211,539	$ 1,211,539	$ 106,437
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

BUDGET UNIT: **313-317 ROAD DISTRICTS 1-5**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

BUDGET UNIT: **317 ROAD DISTRICT 5**

Fund: Road Dist 5	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 582,903	$ 1,753,249	$ 1,870,980	$ 1,870,980	$ 117,731
• Other Charges	91,556	102,850	90,000	90,000	(12,850)
TOTAL APPROP	$ 674,459	$ 1,856,099	$ 1,960,980	$ 1,960,980	$ 104,881
Earned Revenue By Source					
• Property Taxes	$ 429,359	$ 460,700	$ 483,026	$ 483,026	$ 22,326
• Other Taxes	236,001	247,591	242,789	242,789	(4,802)
• Int & Rents	91,556	102,850	90,000	90,000	(12,850)
• Aid-Other Govt	19,035	19,108	19,000	19,000	(108)
• Fund Balance	(101,492)	1,025,850	1,126,165	1,126,165	100,315
TOTAL REVENUE	$ 674,459	$ 1,856,099	$ 1,960,980	$ 1,960,980	$ 104,881
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

BUDGET UNIT: **SOUTHERN WATER INTERNAL SERVICE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Southern Fund: Water ISF	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
EXPENSES					
• Svcs/Supplies	$ 106,396	$ 166,530	$ 177,275	$ 177,275	$ 10,745
• Other Charges	2,910	4,000	4,000	4,000	0
TOTAL EXPENSES	$ 109,306	$ 170,530	$ 181,275	$ 181,275	$ 10,745
REVENUE					
• Charges for Svcs	$ 122,779	$ 170,530	$ 181,275	$ 181,275	$ 10,745
TOTAL REVENUE	$ 122,779	$ 170,530	$ 181,275	$ 181,275	$ 10,745
REVENUE OVER (UNDER) EXPENSES	$ 13,473*	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

*Credited to users in 1986-87.

MANDATE

There is no specific mandate that the County provide domestic water, but at the present time there is no suitable alternative for water supply to the facilities served by this water system.

PURPOSE

The Southern Water System supplies domestic water to the Stockton Metropolitan Airport and the Hospital/Jail/Juvenile Justice Center Complex on Mathews Road. Revenue is received from the users to cover expenses.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Water Production (million gallons)	284	265	277	260	270

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$10,745 increase ($166,530 to $177,275)

- $7,500 - Increase to contract for services to abandon old Airport well.
- $2,500 - Increased labor and equipment charges by Utility Districts Division to operate and maintain system.

REVENUES
$10,745 increase ($170,530 to $181,275)

- $10,745 - Increase from users to cover cost of operation.

BUDGET UNIT: SOUTHERN WATER INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Southern Water System is operated and maintained by the Utility Districts Division of the Department of Public Works. The system provides potable water and fire protection for the Airport, Air Metro Industrial Park, and surrounding Airport facilities; and the San Joaquin General Hospital, the County Jail Complex, the Juvenile Justice Center, two migrant labor camps, and other facilities in that area that collectively are referred to as the Mathews Road Complex.

The Department of Public Works has the responsibility of administering the system. All expenditures are made from this budget unit and, in turn, the using County departments and outside agencies are billed for these charges based on their pro rata share of metered water usage. Since the concept of an Internal Service Fund is to be self-sufficient, revenues must equal expenditures. Because of this, the user's water rates are reviewed annually and adjusted either upward or downward to bring revenues in line with expenses.

Historically, the water distribution system within the Hospital grounds has not been operated and maintained as part of the Southern Water System. Effective March 1987, these lines have been included in and are being maintained by the Southern Water System.

EXPENSES

Recommended appropriations for 1987-88 are as follows:

	1986-87 Approved	1987-88 Recommended	Inc./ Dec.
Administration & Overhead	$ 22,070	$ 22,815	$ 745
Maintenance & Operation	52,000	54,500	2,500
Professional Services	3,500	11,000	7,500
Utilities	50,000	50,000	0
Taxes & Assessments	4,000	4,000	0
Subtotal	$131,570	$142,315	$10,745
Depreciation	38,960	38,960	0
Total	$170,530	$181,275	$10,745

The operating expenses are broken down as follows:

Administration and Overhead - Office supplies, forms, postage, communications, insurance, billing charges, indirect charges for supervision, lab work, and shop overhead.

Maintenance and Operation - Direct charges for labor, materials, supplies, equipment maintenance, equipment rental, chemicals, and water analysis.

Professional Services - Testing and adjustment of telemetry instruments, and contracting for services to abandon old Airport well.

Utilities - Electrical usage for operation of the water pumps.

Taxes and Assessments - Water assessment charge paid to the Stockton East Water District.

BUDGET UNIT: SOUTHERN WATER INTERNAL SERVICE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

REVENUES

The revenue sources for this budget are the water users, as detailed below. The 1987-88 pro rata share of the costs for each user is based on water usage for a 12-month period prior to the preparation of this budget. Actual charges during the year are based on water meter readings.

	1986-87 Approved	1987-88 Recommended	Inc./ Dec.
Airport Complex	$ 40,990	$ 40,311	$ (679)
Mary Graham Children's Shelter	3,208	1,954	(1254)
Government Buildings (Hospital Sewer Lift Station)	695	496	(199)
Hospital Complex	65,200	73,605	8,405
Jail/Honor Farm Complex	31,260	36,919	5,659
Juvenile Justice Center	10,773	8,302	(2,471)
County Subtotal	$152,126	$161,587	$ 9,461
Housing Authority (Labor Camps)	18,404	19,688	1,284
Total	$170,530	$181,275	$10,745

During Fiscal Year 1986-87, the following improvements were made to the Southern Water System:

- Adjustment of Pump Controls and Tank Telemetry
- Tank Repairs and Painting
- Installation of a Water Line to complete the Hospital/Jail Loop
- Standby Power Provision for the Well Pumps

Funding for this work, estimated to total $700,000, was provided as a loan from the Public Improvement budget. The users of the Southern Water System will begin a payback of these capital costs, plus interest, beginning Fiscal Year 1987-88. Staff is currently working on developing a repayment schedule to be prorated and included in the water rates charged to the users of the system. All affected budgets will be adjusted during the preparation of the 1987-88 Final Budget.

On March 24, 1987, the Board of Supervisors approved in concept the Amendment of the New Hogan Surface Water Allocation Agreement between Stockton East Water District, Cal-Water, City of Stockton, and the County, as was recommended by the Supplemental Water Contract Committee. This Amendment does not include a surface water allocation for the Southern Water System, as it was determined that the existing water distribution lines of the Cal-Water system cannot deliver surface water to the Southern Water System. Therefore, no funds are included in this budget for the use of surface water. The amended Surface Water Contract provides that when the facilities are constructed, so that surface water can be delivered to the Southern Water System, an allocation will be given to the Southern Water System upon request of the Board of Supervisors.

Of major concern is that the existing water production capacity is not adequate to meet the demands of the planned Hospital and Jail construction at the Mathews Road Complex. Additionally, there is only a single water transmission line from the wells located at the Airport to the Mathews Road Complex. If that line were to fail, no water could be delivered to the Hospital, Jail and other Mathews Road facilities. Currently, a study is being made to determine the best alternative of meeting these supply and distribution needs. The alternatives will include sale of the Southern Water System to the City of Stockton or California Water Service Company. Selection of any alternative must consider water supply to the community of French Camp.

BUDGET UNIT: **SOUTHERN WATER INTERNAL SERVICE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the Southern Water System took responsibility for operating the Hospital Distribution System. Existing iron and steel lines and dead ends in this old system are leading to water quality problems at the Hospital and adjacent facilities. It may be necessary to abandon the existing Hospital Distribution System and construct new services from the Southern Water System transmission lines. The costs for abandoning the old lines and installing new services are not appropriate charges to the Southern Water System and should be borne by the Hospital Enterprise Fund. A consultant hired by the County is currently evaluating the problem and will report with recommendations during 1987-88.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete cross-connect control program and system improvements.	1. Completed cross-connect control at Airport and Industrial Park, and completed system improvement program.
2. To implement billing program to all users by Public Works Department.	2. Completed metering Airport and Industrial Park, and implemented billing to users at Airport and Industrial Park.
	3. Assumed control of complete water system at Hospital.

1987-88 OBJECTIVES

1. To complete cross-connect control program at Hospital and Jail Complex.
2. To provide for renovating Hospital water system.
3. To abandon old Airport well.
4. To determine if the Southern Water System should continue to be operated by the County or sold to another agency.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **391 AIRPORT CONTRIBUTION**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **DAVID D. ROWLANDS, JR.**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 410,373	$ 0	$ 0	$ 0	$ 0
• Operating Trans	0	226,126	122,436	122,436	(103,690)
TOTAL APPROP	$ 410,373	$ 226,126	$ 122,436	$ 122,436	$(103,690)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 410,373	$ 226,126	$ 122,436	$ 122,436	$(103,690)
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate that the General Fund contribute to the operation of the Stockton Metropolitan Airport.

PURPOSE

To fund the difference between expenses and revenues within the Airport Enterprise Fund.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1986-87 contribution to the Airport Enterprise Fund amounted to $226,126. The amount recommended for 1987-88 is $122,436, a reduction of $103,690. The reduction is due to a decrease in Airport Enterprise Fund operating costs ($39,560), an increase in overall revenues ($99,102), and a partial offset by an increase in Fixed Assets and Capital Improvement Projects of $34,972.

The 1986-87 budgeting change of including this contribution in the "Operating Transfers Out" object rather than the "Other Charges" object, is to comply with State budgeting requirements.

A summary of the General Fund contributions to the Airport Enterprise Fund over the past few years is detailed below:

1983-84	$557,374
1984-85	$515,544
1985-86	$410,373
1986-87	$226,126
1987-88	$122,436 (Recommended)

BUDGET UNIT: **395 TRANSPORTATION COORDINATION**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

Transportation	1985-86	1986-87	1987-88		
Fund: Coordination	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 117,391	$ 156,280	$ 39,208	$ 39,208	$(117,072)
• Other Charges	213,040	513,454	674,616	674,616	161,162
TOTAL APPROP	$ 330,431	$ 669,734	$ 713,824	$ 713,824	$ 44,090
Earned Revenue By Source					
• Other Taxes	$ 75,434	$ 273,951	$ 79,433	$ 79,433	$(194,518)
• Aid-Other Govt	375,197	257,156	573,487	573,487	316,331
• Other Revenue	2,018	60,052	2,133	2,133	(57,919)
• Fund Balance	(43,643)	78,575	58,771	58,771	(19,804)
TOTAL REVENUE	$ 409,006	$ 669,734	$ 713,824	$ 713,824	$ 44,090
NET COUNTY COST*	$ (78,575)	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

*Program expenditures equal program revenues. However, because actual expenditures are made monthly and actual revenues are received quarterly in arrears, 1985-86 program revenues do not equal expenditures.

MANDATE

Transit programs are not mandated. However, to be eligible to receive Transportation Development Act (TDA) funds, the County must use them for fulfilling reasonable transit needs prior to claiming them for other transportation purposes, such as road maintenance activities.

PURPOSE

To provide public transportation management and coordination of County transit services, contracts, and contributions, and to provide County liaison for transportation-related matters.

WORKLOAD DATA

Ridership Statistics - One-Way Trips

	---------Actual---------			Est./ Act.	Proj.	
	83-84	84-85	85-86	86-87	87-88	Totals
SCAT	12,095	12,154	12,085	0*	0*	36,334
CAT	6,960	10,270	14,246	37,151	54,720	123,347
Tracy Trans	5,612	4,922	7,500	7,400	7,600	33,034
Manteca Subsidized Taxi	2,726	2,880	0	0	0	5,606
Escalon Public Transit	N/A	344**	1,330	2,693	2,827	7,194
SMART-Hospital Route	47,134	79,433	89,631	92,881	97,525	406,604
Lodi-Woodbridge Taxi	1,054	1,366	1,872	1,996	2,096	8,384
Totals	75,581	111,369	126,664	142,121	164,768	620,503

*SCAT/CAT statistics combined due to consolidation.
**Six-month contract.

BUDGET UNIT: **395 TRANSPORTATION COORDINATION**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$117,072 decrease ($156,280 to $39,208)
- ($96,520) - Decrease - Merger of SCAT and CAT programs. SCAT funds formerly budgeted under "Services and Supplies" are now combined with CAT under "Other Charges" (see Program Discussion).
- ($21,627) - Decrease - Change in method of budgeting for SMART contract bus service to the Hospital/Jail Complex (see Program Discussion).

OTHER CHARGES
$161,162 increase ($513,454 to $674,616)
- ($12,500) - Decrease - Change in method of budgeting SMART/Escalon contract bus service from maximum allowable funding to an estimate based on prior years' actual expenditures.
- ($5,400) - Decrease - Manteca no longer serving unincorporated County area.
- $3,600 - Increase - Contribution for service in the Tracy unincorporated area is based on projected increase in ridership.
- $5,257 - Increase - Reflects full-year funding for three additional 19-passenger buses leased in 1986-87 for CAT Program.
- ($44,574) - Decrease - Change in method of budgeting Bicycle Paths and Pedestrian Ways funds; now claimed directly by Road Fund.
- $214,779 - Increase - Due to combining SCAT with CAT Program ($96,520) and expanded service requirements (see Program Discussion).

REVENUES
$44,090 increase ($669,734 to $713,824)
- $44,090 - All increased appropriations are offset by matching revenues.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The State Transportation Development Act (TDA) provides two major sources for the funding of public transportation through the regional planning and programming agencies. The first, the County Local Transportation Fund (LTF), has been in existence since 1972. Revenues to the LTF are derived from 1/4¢ of the six cents retail sales tax collected Statewide on the sale of gasoline. The second, the regional State Transit Assistance (STA) program came into being in 1980; however, in 1986-87 this source of funding was redirected to the State General Fund and was therefore no longer available for transit programs. This redirection represented a loss to the County of $138,047 in STA revenues. It forced the return of limited LTF funds, already allocated to the County's Road Fund ($138,047), back to this budget to supplement the loss of STA funds required to support the existing transit program.

The State Department of Transportation has released a preliminary 1987-88 STA estimate with an apportionment of $67,850 for the County. Due to the uncertainties characterizing this source, the Council of Governments has not adopted a 1987-88 apportionment estimate. As a result, for 1987-88, revenues for the South County Area Transit (SCAT), previously funded by both LTF and STA monies, will be anticipated only from LTF and reflected in the County Area Transit (CAT) revenue account where the two programs will be consolidated and collectively funded. If during the year STA funds become available, a budget adjustment will be made.

BUDGET UNIT: 395 TRANSPORTATION COORDINATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Total 1987-88 LTF funding available for the Transportation Coordination Program is as follows:

	1987-88 Program
LTF Allocation	$ 1,437,406
Unclaimed Carryover	296,598
Total Funding Available	$ 1,734,004
Transportation Program Requirements	$ -713,824
Road Fund Allocation	-917,119
Carryover Balance	$ 103,061

The carryover balance of $103,061 may either be claimed for transit services or road purposes during 1987-88, or allowed to remain as an unclaimed carryover into 1988-89.

	Approved 1986-87	Recommended 1987-88	Inc./Dec.
LTF	$ 309,033	$ 495,579	$ 186,546
STA	138,073*	0	(138,073)
TDA General	162,576	144,776	(17,800)
Total TDA	$ 609,682	$ 640,355	$ 30,673
Fare Box Revenues	$ 60,052	$ 73,469	$ 13,417
TOTAL BUDGET	$ 669,734	$ 713,824	$ 44,090

*In 1986-87, this STA amount ($138,073) was actually replaced by LTF revenues because STA funds were redirected to the State General Fund.

TDA revenues are apportioned each county, based on the Department of Finance's estimate of population by jurisdiction. The apportionments are adopted by the designated Transportation Planning Agency; in this County it is the Council of Governments (COG). The COG allocates funds for the purposes specified in the Act. The legislative intent is that these funds be expended to meet "reasonable" unmet transit needs up to the maximum available by jurisdiction. The COG sets the "reasonableness" criteria based on an areawide standard of comparative services and directs a public hearing process to determine need. Each city within San Joaquin County, the Stockton Metropolitan Transit District (SMTD), and the County, on behalf of the unincorporated areas, are eligible claimants for their portion of the funding. Transit in San Joaquin County is funded by TDA, fare box revenues, and other sources. Currently, no General Fund contribution is required. The rural minimum requirement for obtaining the 90% TDA maximum funding is a 10% fare box return, or the equivalent amount of revenue from another source. The urban minimum requirement for obtaining the 80% TDA maximum funding is a 20% fare box return, or the equivalent amount of revenue from another source.

Staff work for the Transportation Coordination Program is provided by a Management Analyst III and a part-time Specialist Clerk. The positions are allocated to the Public Works General Services Division and all salaries and benefits ($70,653) attributable to these positions are charged back to this budget as eligible transit administrative costs.

MAJOR PROGRAM CHANGES

The 1987-88 Proposed Budget focuses on consolidating the SCAT and CAT programs and completing several policy directives initiated in 1986-87 at the Board of Supervisors' direction relative to the County Five-Year Transit Plan adopted in 1986. Accomplishments of the past year provide the foundation for the 1987-88 objectives which place emphasis on the following:

BUDGET UNIT: 395 TRANSPORTATION COORDINATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Completion of the SCAT/CAT merger to produce a single, efficient Countywide service delivery system for the elderly and handicapped.
- Centralization of operations and maintenance to effectively provide high quality, timely, lifeline transportation services.
- Increased cash reimbursements from agency program users and cost-efficient vehicle pooling.
- Expanded inter-city elderly/handicapped services through fixed route loops.

Key program changes have occurred during 1986-87. Rapid population growth, coupled with the acquisition of additional vehicles and a growing awareness of the availability of priority medical escort transportation services, has produced substantial program growth. These factors have led to a need to relocate and centralize operations as well as merge services.

The combined vehicle fleet more than doubled during the 1986-87 fiscal year; from 8 (July 1986) to 18 (June 1987). Twelve of those vehicles were housed in the County Public Works Corporation Yard with a lead driver assigned to oversee operation. The three SCAT vehicles were located in the Manteca Unified School District Yard in Manteca with no direct supervision of drivers. The current County contract service provider, Community Transit Services (CTS), was providing operations and dispatch from Tracy in tandem with their Tracy City transit contract. Fragmented operations and maintenance, coupled with significant program growth, produced service inefficiencies and operational problems. With the addition of dedicated programs for frail, elderly, and handicapped persons, immediate response to problems and immediate backup became critical. On-site vehicle and driver management (24 split-shift employees) became an obvious necessity.

This was resolved, effective July 1, 1987, with the addition of an on-site Operations Manager to oversee the County's transit program, and with the consolidation of County transportation services at a centralized site at the San Joaquin General Hospital Complex. The Operations Manager is responsible for overseeing daily operations, including dispatch, personnel, and vehicle maintenance. Typical duties are to:

- Determine if scheduling problems exist, such as overbooking or underbooking; if dedicated services are receiving priority, etc.
- Determine if drivers are reporting on time, performing safety inspections, and fueling and washing their vehicles.
- Resolve problems related to bus break-downs, radio failures, and drivers not reporting for work.

The adding of dedicated services for agency programs, through brokered shared cost/benefit agreements, increased program capabilities. The dedicated programs for frail, elderly, and handicapped persons, who often required escort services, emphasized the need for on-site management. Multipurpose Senior Services Program (MSSP), Linkages and Senior Service Agency agreements were added, each paying a share of costs ranging from 50% to 80% of the total. Finally, Valley Mountain Regional Center (VMRC) agreed to pay the full cost for adding two vehicles for four hours per day of dedicated service, while making those same vehicles available to the CAT program for the remainder of the day. Revenues received from these agencies help defray the costs of increasing services, while providing for increased capabilities through vehicle pooling.

BUDGET UNIT: 395 TRANSPORTATION COORDINATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

It has been the policy of the Board of Supervisors, whenever an agency requests transit services beyond the generic level of service offered by the County, that the agency be asked to contribute a share of the costs. It is anticipated in the 1987-88 CAT program that approximately $81,500 in agency contributions may be received as offsetting program revenues, as well as capital contributions of vehicles. These are detailed below:

1987-88 Estimated Contributions - Shared Costs

Valley Mountain Regional Center (VMRC)	$ 52,640
Senior Service Agency (SSA)	14,496
Multi-purpose Senior Service Program (MSSP)	3,000
Linkages	1,200
Manteca	10,000
Total	$ 81,336

The 1987-88 Proposed Budget reflects the full impact of the incremental increases in vehicles, hours of service, and costs which have resulted in a significant increase in this budget proposal. However, operating costs per rider have decreased, as indicated by the following chart:

	SCAT/CAT 1985-86 Actual	SCAT/CAT 1986-87 Est/Act	SCAT/CAT 1987-88 Recommend
No. Vehicles	7	15	18
Operating Hours	11,122	14,975	19,100
Program Costs	$ 238,074	$ 368,103	$ 492,790
Operating Costs Per Rider	$ 9.04	$ 9.90	$ 9.00

While service levels have increased significantly, operating costs per passenger are projected to decrease to a level well below areawide standards of $12.25. With the revenues from other agencies, shared vehicles, and fares, the actual recommended increase in TDA funds is approximately $90,000 based on annualized costs for current levels of service. This service includes the addition of a full-time operations manager and two full-time dispatchers.

COUNTY TRANSIT CONTRIBUTIONS

The Transportation Coordination budget was established to provide a single coordinated County overview of once fragmented County transit contributions and responsibilities. The County's transit involvement covers a wide range of obligations from relatively small contributions to city services, to contracted transit services for the County's elderly and handicapped population. The following summarizes those responsibilities by contribution and/or program.

BUDGET UNIT: 395 TRANSPORTATION COORDINATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Small Cities

Contracts were negotiated with each incorporated city providing transit services to residents of the unincorporated area of surrounding service areas. Contributions are based on actual County ridership data:

City	1987-88 Contribution
Escalon Public Transit	$10,000
Manteca Subsidized Taxi	0
Tracy Trans	36,500
Tracy Subsidized Taxi	6,500
Lodi-Woodbridge/Acampo Subsidized Taxi	4,692
Total	$57,692

Escalon ($10,000)
In Fiscal Year 1984-85, the City of Escalon entered into an agreement with Stockton Metropolitan Area Rapid Transit (SMART) to provide transit services to City residents. The County subsequently negotiated a similar agreement with SMART for service in the unincorporated Escalon area with cost based on actual hours of service. The service remains an 18-passenger, lift-equipped, single vehicle, general public, Dial-A-Ride. The County contribution for its share of the service is approximately 25% ($10,000) of total City/County service costs.

Manteca (zero)
In 1985-86, the City of Manteca redefined its subsidized taxicab service area and excluded the unincorporated area. As a result, no contribution will be made to Manteca for their taxicab service. Manteca contracts for the services of three local taxicab companies to provide subsidized taxicab service for the elderly and handicapped. The County has historically contributed 12% of the overall cost.

Tracy ($43,000)
The City of Tracy provides a five-vehicle, general public, Dial-A-Ride system through a contract with Community Transit Services. The County entered in-to a formal agreement with the City during 1984-85 to provide service in the unincorporated Tracy area based on an annual percentage of ridership cost. In 1985-86, a second contract was negotiated with Tracy to provide a County contribution to the City's elderly handicapped taxicab service in the unincorporated area. The County contribution for its share of the service is approximately 20% ($43,000) of total City/County service costs.

Lodi-Woodbridge/Acampo ($4,692)
The County has an agreement with the City of Lodi to expand Lodi's contract with City Cab Company for a Dial-A-Ride taxicab service to include the Woodbridge area. As a result of the 1983-84 "Unmet Transit Needs" hearing process, the unincorporated area of Acampo, specifically the Arbor Mobile Home Park, was added to this contract in December 1984.

The Lodi agreement differs from the other small city unincorporated area contributions in several respects. The Lodi/County agreement was based on a County unmet need rather than a city service and/or need which encompassed a County transit service area. Secondly, the County actually collects an approximate 30% fare box return for this service, and, in turn, is billed by the City for full cost based on usage.

PROGRAM DISCUSSION OF 1987-88 BUDGET

County Contracted Services

To improve the reportability of County contracted services, in 1987-88 all contracts, where fare box revenues are retained by the service provider, will be budgeted as a net contract cost to the County (i.e. contract price minus fare box revenues retained by the contractor = County contribution). As a result, the full contract price and the estimated fare box revenues retained by the contractor, will no longer be reported.

Stockton Metropolitan Area Rapid Transit (SMART)/SMTD ($26,433)
In a somewhat different circumstance, the County has developed, over time, a formal agreement with SMART for a fixed route bus service to be extended from SMART's boundaries to the San Joaquin General Hospital and the Jail/Honor Farm, the Juvenile Justice Center, and migrant labor camps on Mathews Road. Collectively, these facilities are referred to as the Mathews Road Complex.

Originally, the arrangement was funded by the Hospital Enterprise Fund. However, in 1984-85, TDA funds replaced Hospital support of this extension of service and it became a transit responsibility. SMART only charges for service from its boundaries to the Mathews Road Complex. The total estimated cost of this service is $52,866. Because of a 50% fare box return, the cost to the County is budgeted at 50% of total cost ($26,433). SMART retains the fares collected and bills the County the difference.

County Area Transit (CAT) ($492,790)
Since 1977, transportation has been provided for San Joaquin County's elderly and handicapped residents. Initially, service was through the Department of Aging's auspices, and more recently, since the initial use in 1979 of State Transit Assistance (STA) funds, through this budget. The CAT program is a Countywide transportation and medical escort service, which provides an average of 2,500 rides per month. In 1983-84, the service was provided by Community Council of Stockton. In August of 1984, the contract was awarded to a new provider, Community Transit Services. Board direction was given to redirect the emphasis of the service out of the Stockton area, where 80% to 95% of the trips were localized, at a high operating cost of $16 per ride. The result has been a doubling of hours and miles traveled and a reduction in costs to $10 per ride. The major program developments, which have occurred over the past two years in this budget, are specifically related to the Board's ongoing commitment to elderly and handicapped people.

In 1981, an "unmet transit need finding" resulted in the initiation of an inter-city transit program in the south of the County. This was the South County Area Transit (SCAT) which is a combination Dial-A-Ride/fixed route bus service running from Manteca to Lathrop to French Camp to the County Hospital. At the County Hospital, there is connecting service with Stockton Metropolitan Area Rapid Transit (SMART) Route No. 1 to Stockton. Original cost for service was as high as $11.75; average cost currently is approximately $7.50.

The SCAT system serves the general public with lift-equipped service Monday through Friday. In 1986-87, a contract was negotiated to provide a contribution from the City of Manteca for city residents using the service within the city limits.

BUDGET UNIT: 395 TRANSPORTATION COORDINATION
DEPARTMENT: PUBLIC WORKS
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

In June of 1986, the County's first transit plan was completed which, in summary, provided for the merger of the SCAT and CAT programs to produce efficiencies in service. The SCAT service would maintain its general public inter-city character, but operationally, combine with the Countywide CAT program. Additional, approved recommendations were: The development of inter-city loops between the major outlying communities of Tracy, Lodi, and Manteca; the soliciting of revenues from agency program users, and the development of shared vehicle usage.

The total estimated combined CAT/SCAT operating cost is $492,790. This figure includes approximately $81,500 in the equivalent of fare revenues (agency contribution for contracted services); this represents 17% of operating cost.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To implement the objectives of the County's Five-Year Transit Plan.	1. Began to implement the objectives of the County's Five-Year Transit Plan (adopted in 1986) including the addition of three new 19-passenger double-lift equipped vehicles to provide expanded service as directed.
2. To continue efforts to find innovative approaches to private funding of transit operations and/or capital expenditures.	2. Completed negotiations with Valley Mountain Regional Center for shared vehicle usage and full funding of additional services. Initiated plans to develop local service club supported system addition in Lockeford/Clements area.
3. To seek funding participation from agency users of the County's transit programs and to further develop City/County inter-jurisdictional participation in inter-city transit programs.	3. Developed brokered agreements with the Senior Service Agency (SSA), the Linkages Program, and Multi-Purpose Senior Services Program (MSSP) for funding participation in the County Area Transit Program; obtained funding from Manteca for SCAT service; and secured in-kind contributions of SSA 15-passenger vehicle to the County fleet.
4. To develop liaison and inter-governmental and jurisdictional cooperation for future transportation issues.	4. Developed inter-County liaison with adjacent jurisdictions to assess common inter-jurisdictional problems and develop planning strategies. Participated in the Valley Counties Steering Committee to address AMTRAK service and rail issues.
5. To develop task forces to deal with transportation issues.	5. Continued efforts of the Citizen Task Force to provide advisory guidance for County elderly/handicapped services. Formed agency task force to evaluate and direct the County service, programmatical usage.

BUDGET UNIT: **395 TRANSPORTATION COORDINATION**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 OBJECTIVES

1. To complete the initial steps toward consolidation and centralization of the County Transportation Services to produce a single service delivery system.

2. To establish a computerized data processing system for Transportation Coordination.

3. To evaluate the inter-city component of the County service in the City of Manteca and assess its viability.

4. To continue to develop inter-County jurisdictional liaison to assess regional growth and planning issues as relates to public transportation.

5. To evaluate potential for merger of SJGH Clinical Dispatch with CAT program dispatch.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **AIRPORT ENTERPRISE FUND**
DEPARTMENT: **STOCKTON METROPOLITAN AIRPORT**
FUNCTION: **ROADS & FACILITIES**
RESPONSIBLE MANAGER: **GEORGE L. SPADAFORE**

Airport Fund: Enterprise	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Sal/Benefits	$ 689,020	$ 719,773	$ 748,448	$ 748,448	$ 28,675
• Svcs/Supplies	838,357	939,006	870,771	870,771	(68,235)
• Fixed Assets					
Improvements*	98,776	259,029	200,146	200,146	(58,883)
Equipment	11,754	6,145	100,000	100,000	93,855
F.A. Subtotal	$ 110,530	$ 265,174	$ 300,146	$ 300,146	$ 34,972
TOTAL EXPENSES	$ 1,637,907	$ 1,923,953	$ 1,919,365	$ 1,919,365	$ (4,588)
REVENUE					
• Chgs for Svcs	$ 1,189,665	$ 980,868	$ 995,523	$ 995,523	$ 14,655
• Other Income	66,695	55,148	86,130	86,130	30,982
• Fund Balance**	(28,826)	661,811	715,276	715,276	53,465
TOTAL REVENUE	$ 1,227,534	$ 1,697,827	$ 1,796,929	$ 1,796,929	$ 99,102
NET COUNTY COST					
• Discretionary	$ 410,373	$ 226,126	$ 122,436	$ 122,436	$(103,690)
ALLOCATED POS	19.0	19.0	19.0	19.0	.0
TEMPORARY (FTE)***	0.0	0.6	0.7	0.7	.1
TOTAL STAFFING	19.0	19.6	19.7	19.7	.1

*Local share of capital improvement projects.
**It should be noted that the 1985-86 Fund Balance represents the funding required (or subtracted) to balance Revenue against Expenses for the purpose of this summary.
***Full-time equivalent.

MANDATE

Electing to operate an Airport obligates the County to certain mandates dictated by the Federal Aviation Administration (FAA). The County is required by the FAA, through Federal Aviation Regulations Part 107, to provide for the safety and security of persons and property traveling by air transportation. The Airport must also provide qualified personnel to operate firefighting and rescue equipment, per Federal Aviation Regulations Part 139. The existence of these mandates is for the protection and safety of air carrier travelers.

PURPOSE

Serves the current and future commercial and general aviation needs of San Joaquin County; maintains the Airport to the highest standards of safety and appearance; manages numerous tenant agreements and facilities located on Airport grounds; and promotes the Airport and the development of its services, facilities, and properties.

WORKLOAD DATA

The following workload statistics reflect only a segment of the total operational activities required of the Department of Aviation at Stockton Metropolitan Airport. In addition to the following statistical information, the Airport is responsible for a multitude of diverse business activities

BUDGET UNIT: AIRPORT ENTERPRISE FUND
DEPARTMENT: STOCKTON METROPOLITAN AIRPORT
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: GEORGE L. SPADAFORE

WORKLOAD DATA

including: the ongoing maintenance and development of the Airport facility; promoting and advertising all services offered at the Airport; obtaining and administering Federal Aviation Administration and/or other grant funds; and overseeing and/or revising the 230 lease agreements and commercial permits that must be continually monitored by Airport staff:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Commercial Passengers					
Enplanements	45,837	69,555	78,831	83,600	84,500
Deplanements	44,090	69,262	78,058	82,000	83,000
Total	89,927	138,817	156,889	165,600	167,500
Aircraft Operation					
Air Carrier	1,449	3,512	3,898	3,200	3,400
Air Taxi	4,984	6,326	4,807	5,200	5,400
General Aviation	103,939	100,079	104,580	117,600	118,000
Military	9,638	10,626	10,514	12,000	12,000
Total	120,010	120,543	123,799	138,000	138,800

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the *major* budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Requested amounts:

SALARIES & EMPLOYEE BENEFITS

$28,675 increase ($719,773 to $748,448)

- $23,757 - Normal salary adjustments.
- $2,652 - Increase in Extra-Help due to slight increase in hours worked by promotion and marketing staff person (see Program Discussion).

SERVICES & SUPPLIES

$68,235 decrease ($939,006 to $870,771)

- ($100,266) - Decrease in Professional and Special Services mainly comprised of a $140,935 decrease due to finalization of the FAA-Airport Surveillance Radar Relocation Study, the completion of the FAA-Instrument Landing System Localizer Relocation, and partial payment of fees for the Airport Corporate Center Studies. This reduction is offset by an increase of $20,000 reflected in the services provided by Government Buildings to provide for the painting of the non-galvanized portions of the Airport hangars, and $15,000 for the 10% local share cost of the Airport Noise Compatability Planning Study (see Program Discussion).
- $17,936 - Increase in Casualty Insurance premium.
- $10,637 - Increase in utility costs.

FIXED ASSETS

$34,972 increase ($265,174 to $300,146)

- Fixed Assets are broken-down into two categories: "Improvements" and "Equipment". Improvements represent capital projects and Equipment represents office furniture, maintenance equipment, etc.

Improvements: $58,883 decrease ($259,029 to $200,146)

Of the $200,146 being budgeted in the 1987-88 fiscal year, $158,913 represents the 10% local share of proposed FAA projects already approved by the Board of Supervisors and carried forward from 1986-87. The remaining $41,233 reflects the projected reinvestment of obligated FAA funds. This expenditure will finalize the total reinvestment of $270,000 required in lieu of repayment to the FAA of its funds of $270,000 granted to the County

BUDGET UNIT: AIRPORT ENTERPRISE FUND
DEPARTMENT: STOCKTON METROPOLITAN AIRPORT
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: GEORGE L. SPADAFORE

SUMMARY OF MAJOR BUDGET CHANGES

FIXED ASSETS

and utilized in the construction of Arch/Airport Road. This improvement was subsequently sold to developer Mr. Frank Giannecchini, which was then annexed to the City of Stockton (see Program Discussion).

- $77,162 - Strengthening Overlay and Reconstruction of Airfield Asphaltic Areas.
- $54,027 - Airport Roads and Improvements.
- $13,828 - Terminal Building Modification - Install new elevator for handicapped.
- $13,896 - Miscellaneous Airport projects.

$158,913 - Subtotal
41,233 - Reinvestment of FAA funds.
$200,146 - Total

Equipment: $93,855 increase ($6,145 to $100,000)

- $97,000 - Replacement Street Sweeper - Vacuum Type Airfield and Street Sweeper.
- $3,000 - Two replacement Two-way FM Portable Radios for the Airport Security Division.

REVENUES

$99,102 increase ($1,697,827 to $1,796,929)

- $15,983 - Increase in Hangar/Building and Industrial Park Areas due to increased rental rates and lease adjustments.
- $26,105 - Terminal Area increase due to adjustment of square footage rental rate and greater car rental sales.
- ($5,850) - Decrease in General and Administrative revenue due to the anticipated take-over of tenant billing for water services by the Southern Water System.
- ($20,668) - Decrease in Other Reimbursement due to one time reimbursement from City of Stockton and developer Frank Giannecchini for the cost of relocation of the localizer.
- $30,982 - Increase in sale of Arch/Airport Road funds due to finalization of contract and closing payment.
- $53,465 - Projected fund balance increase due primarily to carry-over of 1986-87 local share funds for capital projects.

NET COUNTY COST

$103,690 decrease ($226,126 to $122,436)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The majority of the ongoing work activity at the Stockton Metropolitan Airport continually revolves around four main work functions: The promotion and marketing of the Stockton Metropolitan Airport; business and operational activities related to air carrier and general aviation activity; maintenance and development of the Airport facilities; and the constant effort to make the Airport Enterprise Fund financially self-sufficient. To this end, the Airport looks forward to the 1987-88 fiscal year with the following activities already planned and/or scheduled.

The Department anticipates commencement of a Federal Aviation Administration (FAA) Grant incorporating various airfield maintenance projects at an estimated total cost of $1,589,140; funded FAA 90% ($1,430,227), Local Share 10% ($158,913). During the latter part of the 1986-87 fiscal year, the heating and air conditioning system in the Airport terminal will be reconditioned and updated to be more energy efficient and effective at an approximate cost of $200,000, using 100% FAA funds, presently obligated for reinvestment, from the sale of Arch/Airport Road.

Efforts will continue for the promotion and advertising of Stockton Metropolitan Airport. During 1986-87, a departmental decision was made to

PROGRAM DISCUSSION OF 1987-88 BUDGET

utilize a part-time employee to contact potential Airport users in the community. As this approach has worked well for the Department, a slight increase in funds for this part-time position is being requested in 1987-88 in order to expand and continue these personalized promotional activities. These activities include contact with various companies, hotels, motels, travel agents, professional people, City, County, and other public agencies within the area. This position is also responsible for the development and publication of the Airport Flight Schedule.

During the 1986-87 fiscal year, the Department of Aviation published the Airport's first flight schedule, utilized a billboard advertising campaign at an approximate cost of $19,000, and utilized the services of a professional advertising firm to promote and market all aspects of the Airport services at an approximate cost of $17,000. During this latter program, the Airport's first TV commercial was used relating the various services at the Airport. For 1987-88, a total of $53,260 is recommended for Airport promotional and marketing activities. Of this amount, $40,000 has been budgeted for direct advertising such as billboards, newspaper, TV, radio ads, etc., and $13,260 for the part-time promotional employee.

In conjunction with the promotion and advertising of the Stockton Metropolitan Airport, plans for the 1987 Air Show were developed by the Air Expo Board of Directors. This was the fourth consecutive Air Show put on at the Airport, starting in 1984.

The continued contact and work with airline representatives is an ongoing effort to provide the best air service possible for the community. To this extent, the Department of Aviation was successful in replacing Frontier Airlines with Continental Airlines, effective November 20, 1986. This transaction was extremely important as it continued direct air carrier transportation service from the Airport to the eastern part of the country. Also important to the Airport Enterprise Fund is the revenue generated by the airlines at the Airport as a result of landing fees and terminal rental space. Other important aspects of maintaining the current level of air carrier service at the Airport are the enplanement figures that such air carrier service generates. Enplanement figures are important because the Airport receives FAA funds for eligible projects based on enplanements emanating from the Airport. This activity, in turn, enables the Airport to receive project money (normally in a 90% FAA, 10% local share basis) for eligible Airport projects. As a result, this reduces the appropriation of County General Fund monies for capital improvements and maintenance projects at the Airport. As an aside, catering services are currently being provided to one of the airlines by the business having the food and beverage concession at the Airport. This activity also produces additional revenue for the Airport. In the 1986-87 fiscal year, the direct revenue attributed to airline operations at the Airport (landing fees and terminal rental) was approximately $112,000.

While the Airport gained revenues during the 1986-87 fiscal year in certain areas, it will be losing approximately $8,000 of rental revenue when the County General Services Records Division moves from the Weights and Measures Building located at the Airport to new quarters off Airport grounds. In addition, in the 1988-89 fiscal year, the Airport will be losing an additional $39,000 in rental revenue as the Superintendent of Schools' operation will be moving from the Airport location to the new facilities currently being constructed in an Industrial Park near the Airport. Consequently, $47,000 of annual rental revenue will be lost by the Airport over the next two fiscal years.

In view of the projected growth and development of the area in and around the Stockton Metropolitan Airport, it appears prudent for the County to attempt to obtain FAA funding for an Airport Noise Compatibility Study. If the Federal funding is available, the FAA would pay 90% of the cost and the local share, or County funding, would be 10%. It is estimated by the FAA that a study of this nature would cost approximately $150,000. As a result, $15,000 is being budgeted in the 1987-88 budget for the County share of such a study. If the

PROGRAM DISCUSSION OF 1987-88 BUDGET

study is undertaken, it will provide an opportunity for interested agencies and citizens to become involved in the study process. The resultant product would produce an Airport Noise Compatibility Land Use Plan that would become an extremely valuable tool, and provide information to such agencies as the San Joaquin County Council of Governments/Airport Land Use Commission, Local Agency Formation Commission, the Planning and Building Departments of cities near the Airport, as well as the County of San Joaquin, etc. Such a plan, once approved by the FAA, would exclude those agencies that participated in the study from future law suits by residents or businesses that moved into an incompatible land use area.

During the 1986-87 fiscal year, the Regional Airport Feasibility Study involving the City of Modesto, County of Stanislaus, and the County of San Joaquin was completed. This study basically recommended that both airports remain as they are currently operating and attempt to market their own air carrier and airport services. The primary reason for this recommendation is based on projected population growth of the respective areas in that both airports will be needed in the future to serve the growing populace. An interesting comment of that report, under the "Conclusion" section states:

> The summary conclusion reflecting all of the relative analysis described previously is that Stockton Metropolitan Airport would be better suited than Modesto City-County Airport to serve as the designated regional airport.

The Regional Airport Study is the source of other valuable information that is of major interest to airlines thinking of providing service at Stockton Metropolitan Airport. This report, and other information, played an extremely important role in obtaining replacement airline service when Frontier Airlines went out of business and closed operations at the Airport. In addition, the Regional Airport Study provided important economic impact data regarding the Airport's role in the community's economic picture. Currently, the Airport provides approximately 668 direct and indirect jobs that produce total annual earnings of approximately $14.5 million which translates to a total economic impact community pass through multiplier of $47.5 million annually. These numbers are projected to double by the year 2000.

As in the past, the Department of Aviation continues to negotiate new lease agreements and/or modifies existing agreements to reflect the best possible business transaction on behalf of the County of San Joaquin and the Stockton Metropolitan Airport. To this end, the Department continues to maximize revenues and reduce operating expenses when possible. This includes renting vacant facilities as soon as possible, attempting to effectuate collections when due (or turn accounts over to the County Collector's Office) negotiating various leases to enhance and protect the Airport's financial interest, and continually striving to improve business opportunities at the Airport to derive additional revenue when possible. Again, the results of this activity are reflected by the significant reduction in the "County Contribution" request for the 1987-88 fiscal year.

BUDGET UNIT:	**AIRPORT ENTERPRISE FUND**
DEPARTMENT:	**STOCKTON METROPOLITAN AIRPORT**
FUNCTION:	**ROADS & FACILITIES**
RESPONSIBLE MANAGER:	**GEORGE L. SPADAFORE**

PROGRAM DISCUSSION OF 1987-88 BUDGET

A summary of the 1987-88 Airport capital improvement projects, and the funding source for each, is outlined below:

Priority	Project	Local	Grants	Total
1.	Reconstruct Ruggles Road	$ 8,313	$ 74,830	$ 83,143
2.	Airport Layout Plan Update	2,500	22,500	25,000
3.	Replace Rotating Beacon	1,830	16,470	18,300
4.	Reconstruct Taxiways Between T-Hangars	28,771	258,934	287,705
5.	Reconstruct Taxiway D	48,391	435,522	483,913
6.	Replace Mobile Ground Control Radio Transceivers	800	7,200	8,000
7.	Extend Security Fencing	4,490	40,410	44,900
8.	Install Handicapped Elevator Terminal Building	13,828	124,452	138,280
9.	Reconstruct and/or Overlay Airport Service Roads	17,379	156,411	173,790
10.	Construct Boeing Road Extension	28,335	255,015	283,350
	Subtotal	$154,637	$1,391,744	$1,546,381
	Reallocation of Remaining Funds for Various Airport Projects	4,276	38,483	42,759
	Subtotal	$158,913	$1,430,227	$1,589,140
	Reinvestment of Obligated FAA Funds	41,233	0	41,233
	TOTAL	$200,146	$1,430,227	$1,630,373

The 1987-88 Airport revenues are projected at $1,081,653. A breakdown of these revenues by source and a comparison with 1986-87 follows:

Operating Revenue	1986-87 Approved	1987-88 Recommended	Inc./Dec.
Airfield Area	$ 169,710	$ 168,795	$ (915)
Hangar/Building Area	445,810	451,921	6,111
Industrial Area	94,040	103,912	9,872
Terminal Area	206,640	232,745	26,105
General & Administrative	14,000	8,150	(5,850)
Interest Earned	30,000	30,000	0
FAA - Reg. Airport Study	20,668	0	(20,668)
Subtotal	$ 980,868	$ 995,523	$ 14,655
Non-Operating Revenue			
Sale of Property - Arch Road	$ 55,148	$ 86,130	$ 30,982
Subtotal	$ 1,036,016	$ 1,081,653	$ 45,637
Projected Fund Balance	$ 661,811	$ 715,276	$ 53,465
County Contribution	226,126	122,436	(103,690)
TOTAL REVENUE	$ 1,923,953	$ 1,919,365	$ (4,588)

BUDGET UNIT: AIRPORT ENTERPRISE FUND
DEPARTMENT: STOCKTON METROPOLITAN AIRPORT
FUNCTION: ROADS & FACILITIES
RESPONSIBLE MANAGER: GEORGE L. SPADAFORE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue to promote the air carrier services of the highest quality for Stockton Metropolitan Airport.	1. Succeeded in replacing Frontier Airlines with Continental Airlines November 20, 1986. In addition, the Airport continued a strong advertising and promotional effort to expand utilization of all services offered at Stockton Metropolitan Airport.
2. To continue to strive to make the Airport Enterprise Fund self-supporting.	2. Continued actions to maximize revenues and reduce operating expenses when possible. The product of this activity is reflected in a reduced County contribution for the 1987-88 fiscal year.
3. To complete the Regional Airport Study.	3. Finalized the Regional Airport Study.

1987-88 OBJECTIVES

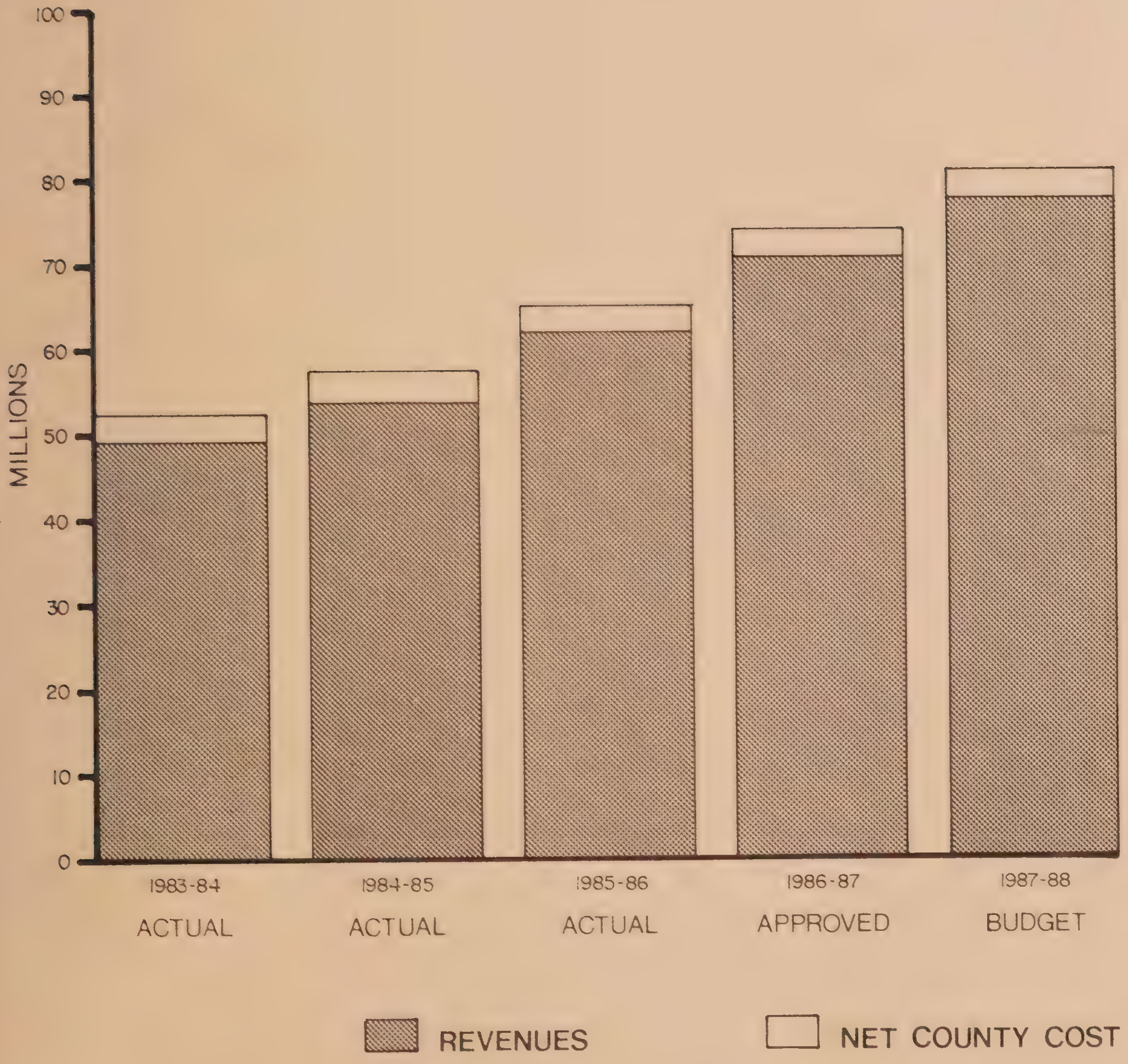
1. To continue to promote air carrier service of the highest quality for Stockton Metropolitan Airport.
2. To continue to strive to make the Airport Enterprise Fund self-supporting.

CONCURRENCE

Mr. George L. Spadafore, Airport Manager, agrees with the budget as proposed for 1987-88.

Health Services

CHANGE IN PROGRAM EXPENDITURES



Health Services

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• Health Care Services				
• Hospital Enterprise Fund	$52,831,215	$58,176,863	$58,176,863	$5,345,648
• 40100-Mental Health	15,737,649	16,609,167	16,609,167	871,518
• 40200-Drug Abuse	1,104,192	1,310,253	1,310,253	206,061
• 40400-Alcoholism	2,373,897	2,507,488	2,507,488	133,591
• 40800-Utility District	383,271	515,258	515,258	131,987
• 47800-Emergency Health Care	300,000	0	0	(300,000)
• 49400-Hospital Care Contribution	5,315,453	5,501,494	5,501,494	186,041
• Solid Waste Enterprise Fund	3,723,354	4,438,669	4,438,669	715,315
SUB-TOTAL	$81,769,031	$89,059,192	$89,059,192	$7,290,161
Less: Intra-County Transactions	(7,618,693)	(8,139,241)	(8,139,241)	(520,548)
TOTAL - HEALTH SERVICES	$74,150,338	$80,919,951	$80,919,951	$6,769,613

BUDGET UNITS: HEALTH CARE SERVICES
ALL HEALTH CARE SERVICES PROGRAMS

RESPONSIBLE MANAGER: MICHAEL N. SMITH

Summary

Fund: General Hosp Enterprise	1985-86	1986-87	1987-88		
	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$36,766,196	$42,887,782	$47,533,796	$47,533,796	$4,646,014
• Svcs/Supplies	26,804,914	28,440,868	30,482,980	30,482,980	2,042,112
• Other Charges	66,000	75,150	0	0	(75,150)
• Fixed Assets	855,903	889,537	863,826	863,826	(25,711)
Total Expend	$64,493,013	$72,293,337	$78,880,602	$78,880,602	$6,587,265
• Intrafund Trans	(241,382)	(246,384)	(276,831)	(276,831)	(30,447)
TOTAL APPROP	$64,251,631	$72,046,953	$78,603,771	$78,603,771	$6,556,818
Earned Revenue By Source					
• Fines & Forfeitures	$ 283,000	$ 289,610	$ 248,369	$ 248,369	$ (41,241)
• Int & Rents	88,505	55,000	10,000	10,000	(45,000)
• Aid-Other Govt	46,891,127	50,861,643	53,600,274	53,600,274	2,738,631
• Charges for Svcs	12,335,365	14,169,997	18,022,651	18,022,651	3,852,654
• Other Revenue	2,236,577	3,276,791	3,237,677	3,237,677	(39,114)
TOTAL REVENUE	$61,834,574	$68,653,041	$75,118,971	$75,118,971	$6,465,930
NET COUNTY COST					
• Required Match	$ 2,117,224	$ 3,089,139	$ 3,174,453	$ 3,174,453	$ 85,314
• Discretionary	299,833	304,773	310,347	310,347	5,574
TOTAL NCC	$ 2,417,057	$ 3,393,912	$ 3,484,800	$ 3,484,800	$ 90,888
ALLOCATED POS	1,160.0	1,257.0	1,262.0	1,262.0	5.0
TEMPORARY (FTE)*	248.6	316.8	383.4	383.4	66.6
TOTAL STAFFING	1,408.6	1,573.8	1,645.4	1,645.4	71.6

*Full-time equivalent

SUMMARY

This is a summary of the four divisions of the Department of Health Care Services: San Joaquin General Hospital (Hospital Enterprise Fund), Mental Health Services, Drug Abuse Programs, and Alcoholism Services.

PROGRAM HIGHLIGHTS

SAN JOAQUIN GENERAL HOSPITAL

- The Net County Cost of all Health Care Services programs has increased by $90,888, or 2.6%, over the 1986-87 level. The General Fund contribution to the Hospital Enterprise Fund accounts for $62,181 of this increase, with the balance primarily attributable to Mental Health Services.

- The General Fund Contribution to the Hospital operating budget is $1,838,780. This is the required match necessary to receive $3,662,714 in State funds for the AB-8 program. This required match is $62,181 above the 1986-87 level.

BUDGET UNITS: HEALTH CARE SERVICES
ALL HEALTH CARE SERVICES PROGRAMS

RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM HIGHLIGHTS

- The Hospital's total funding base for 1987-88 has increased by $5.3 million, or 10.0%, over the 1986-87 level. Operating revenue increases account for most of the overall increase.

- Hospital Operating Revenue is projected to increase significantly in three key categories: Pay-patients and Insurance, increased $2.5 million to $9.3 million; Medi-Cal, increased $1.4 million to $19.9 million; Medicare, increased $1.0 million to $9.2 million. These increases are based on projected patient levels, planned rate increases of 9% during the year, a significant census increase in the Intensive Care Nursery, and continued growth in County employees' and dependents' usage of Hospital services.

- The Hospital continues to experience dramatic increases in the Private Pay/Insurance category. Over the past three years, revenue in this category has increased by $2.2 million, or 47% (from $4.6 million in 1984-85 to $6.8 million projected for 1986-87). This positive change in payor-client mix is expected to continue into FY 1987-88. County employees and their dependents are continuing to utilize the Hospital's services in increasing numbers.

- The proposed Hospital budget depends on Medi-Cal and Medicare programs for $29.1 million, or 57%, of total operating revenue. Any changes in these programs will have a major impact on Hospital operations.

- Hospital services in support of the Jail Medical Program will cost the County General Fund over $1.7 million in 1987-88. This includes the costs of 27 full-time and 10 part-time positions assigned to the Jail Medical Program, Hospital inpatient and outpatient services, and various medical services and supplies. Also included in this total is approximately $125,000 for laundry service provided by the Hospital laundry.

- Combined Health Care Services staffing of 1,645 allocated and temporary positions represents approximately one-third of the total County workforce.

- A Master Site Plan was completed in 1985-86 with a specific 11-year phased replacement schedule for Hospital inpatient and various other facilities. A financial feasibility study conducted by an outside consulting firm will be presented to the Board of Supervisors in June 1987, along with the schematic design for the replacement/renovated facilities. Total Phase I cost of the project is estimated at $38.5 to $40 million.

- Hospital staff will continue to develop and implement strategies intended to move the Hospital further into a competitive position as a health care provider. This is in keeping with the Board of Supervisors' pro-competitive policy adopted in November 1984, upon completion of the Booz, Allen, and Hamilton feasibility study.

MENTAL HEALTH, DRUG ABUSE, AND ALCOHOLISM SERVICES

- The Mental Health, Drug Abuse, and Alcoholism Services budgets generally provide for the maintenance of current service levels with a minimal overall increase in Net County Cost.

- The recommended appropriation for Mental Health Services is $871,518 above the 1986-87 level. This increase follows a $2.0 million expansion in Mental Health programs in the 1986-87 budget and a $1.8 million increase in 1985-86. Over the three-year period from 1983-84 Actual to 1986-87, Mental Health program funding increased $5.0 million, or 48%, primarily as a result of the Governor's emphasis on community mental health programs. Over this same period, Net County Cost increased $194,000, or 19%.

- The $1,646,020 Net County Cost of these combined programs is increased by $28,707, or 1.7%, over the 1986-87 level. Increased Mental Health matching funds requirements of $28,180 account for most of the overall increase.

PROGRAM HIGHLIGHTS

MENTAL HEALTH, DRUG ABUSE, AND ALCOHOLISM SERVICES

- Mental Health Services will provide a variety of services to homeless persons. The Homeless Mentally Ill program, which will maintain the current $600,000 expenditure level again in 1987-88, will become fully operational in the coming year.

- Alcohol Services will provide three programs which serve the homeless: Starting Point ($310,347), Honor Farm Reception Center ($163,671), and the Recovery House program ($589,484).

- In Drug Services, the Women's Project will be expanded to a capacity of 100 and the Heroin Detoxification program will gradually expand from 50 to 100 clients.

- The first phase of a feasibility study on the development of a Chemical Dependency (Alcohol and Drugs) Hospital has begun. This facility would be associated with San Joaquin General Hospital.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

Hospital Fund: Enterprise	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec
			Requested	Recommended	
Expense					
• Sal/Benefits	$28,447,282	$33,255,116[1]	$36,871,512	$36,871,512	$3,616,396
• Svcs/Supplies	18,224,495	18,809,099[1]	20,538,351	20,538,351	1,729,252
• Fixed Assets	670,658	767,000	767,000	767,000	-0-
TOTAL EXPENSE	$47,342,435	$52,831,215	$58,176,863	$58,176,863	$5,345,648
Revenue					
• Aid-Other Govt	$35,619,876	$38,715,058	$40,890,786	$40,890,786	$2,175,728
• Chgs for Svcs	7,776,892	9,062,767	12,209,620	12,209,620	3,146,853
• Other Revenue	2,236,577	3,276,791	3,237,677	3,237,677	(39,144)
TOTAL REVENUE	$45,633,345	$51,054,616	$56,338,083	$56,338,083	$5,283,467
NET COUNTY COST[2]					
• Required Match	$ 1,709,090	$ 1,776,599	$ 1,838,780	$ 1,838,780	$ 62,181
ALLOCATED POS[3]	938	1010	1014	1014	4
TEMPORARY (FTE)[4]	144	195	247	247	52
TOTAL STAFFING	1082	1205	1261	1261	56

[1] Sal/Benefits for 1986-87 Approved budget have been increased by $737,966 to reflect the transfer of 23 full-time and 5.6 Extra-Help positions from Government Buildings to the Hospital. Services/Supplies have been reduced by an offsetting amount.

[2] Does not include County contribution of discretionary funds to Hospital capital projects (see Public Improvement Budget No. 148).

[3] The 1,014 requested positions for FY 1987-88 include 57 budgeted but not filled full-time positions. The increase in temporary positions in part offsets these vacant positions.

[4] Full-time equivalent positions have been adjusted to reflect temporary staffing levels computed on the same basis as other County operating departments.

MANDATE

Section 17000 of the California Welfare and Institutions Code mandates provisions of medical care to the indigent population of the County. The Board of Supervisors can determine the level of service provided under this section. Although the County is not mandated to own and operate a hospital, once the institution is established, services must be delivered according to various laws and regulations. Mandates related to the services of San Joaquin General Hospital include State, Federal, and local laws and regulations and the standards of accrediting and licensing bodies.

PURPOSE

Provides comprehensive and accessible health care services to citizens of San Joaquin County; provides specialized health care delivery programs not otherwise available in the community; provides preventative and collaborative health care programs in conjunction with the Local Health District; provides care and treatment for institutionalized persons; provides educational and training programs for physicians and paramedical personnel to enhance the medical manpower resources for health care delivery in San Joaquin County; provides initiative and participation in community-wide health care planning. Ensures effective business management of all hospital programs and activities and operates in a cost efficient manner which maximizes collections for services rendered. Develops and provides organized health care programs and services to public and private employers and their employees.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

WORKLOAD DATA

The major workload indicators for San Joaquin General Hospital (SJGH) are reflected in the inpatient census and outpatient visits. The following summary compares the levels of activity for the past four years with the projected 1987-88 workload.

A. INPATIENTS

Average Daily Census

Area	1983-84	1984-85	1985-86	Est/Act 1986-87	Projected 1987-88
Medical/Surgical	70.4	76.9	70.4	78.0	79.6
Intensive Care/ Cardiac Care Units	8.3	7.9	9.2	11.0	11.0
Physical Medicine and Rehabilitation	14.3	14.8	11.8	12.0	14.0
Pediatrics	8.2	7.7	7.7	8.7	9.0
Obstetrics	17.9	17.3	17.2	17.1	17.4
Nursery/Intensive Care Nursery	20.9	24.9	24.2	27.6	29.0
Total Inpatient	140.0	149.5	140.5	154.4	160.0

B. OUTPATIENTS

Visits

Area	1983-84	1984-85	1985-86	Est/Act 1986-87	Projected 1987-88
Emergency Room	36,366	37,149	41,162	47,532	49,000
Outpatient Clinics	63,462	66,324	70,669	74,135	82,000
Family Practice/ Employee Health & Pediatrics Clinic	17,674	18,325	24,594	27,744	33,000
Satellite Clinics	2,462	2,128	2,127	1,764	1,764
Total Outpatient	119,964	123,926	138,552	151,175	165,764

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$3,616,396 increase ($33,255,116 to $36,871,512)

- $1,085,903 - Normal salary adjustments for existing staff.
- $1,089,764 - Full-year cost for 49 positions added in 1986-87 (11 in budget, 38 during year by Board Order).
- $203,709 - Full-year increased cost of 23 positions transferred to Hospital from Government Buildings in October 1986.
- $1,214,622 - Increased Extra-Help to meet workload growth (including Extra-Help requirements transferred from Government Buildings to Hospital).
- ($124,517) - Decreased Overtime costs due to addition of 47 full-time positions during the year.
- $146,915 - 10-month cost of 5 recommended new positions.

SERVICES & SUPPLIES
$1,729,252 increase ($18,809,099 to $20,538,351)

- $649,631 - Professional Services: Additional contract physician staffing for OB-Gyn, Perinatology, Family Practice (2), Anesthesiology, Employee Health Services, Pediatrics plus normal contract adjustments. Also includes additional physician coverage in Anesthesiology and Emergency Room.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

SUMMARY OF MAJOR BUDGET CHANGES

- ($416,197) - Reduction in requirement for outside consultants with completion of Hospital Master Plan and schematic drawing phase of new hospital project.
- $171,620 - Purchased Services: Increased Maintenance and Repairs for new computer system, plus increases in ambulance contracts and MIA outside medical care.
- $1,546,431 - Supplies: Census-driven volume increases plus cost increases in pharmacy, food, medical, and non-medical supplies.
- ($214,854) - Services From Other County Departments: Increase in County allocated overhead charges; transfer of charges for 23 FTE and 5.6 extra-help positions from Government Buildings to the Hospital salary budget; increase in charges from the County Collector and the Southern Water project.
- ($472,889) - Insurance: Increase in Workers' Compensation Insurance offset by a decrease in casualty malpractice insurance per County Auditor-Controller.
- $465,510 - Other Direct Expenses: Increase in utility costs, leased equipment, and the new County-installed telephone system.

FIXED ASSETS

Recommended Fixed Assets of $767,000 remain unchanged from the 1986-87 level. (See Program Discussion for additional information.)

REVENUES

$5,283,467 - Increase ($51,054,616 to $56,338,083)

- $1,409,630 - Medi-Cal revenue increase based on patient census projections and an average rate increase of 9%.
- $1,049,089 - Medicare revenue increase based on patient census projections and an average rate increase of 9%.
- $2,479,394 - Pay Patients/Insurance revenue increase based on continued increase in patient census and an average rate increase of 9%. This increase is also predicated on continued increases in new patients with commercial insurance.
- ($406,851) - Decrease in MIA Program revenue based on Governor's proposed budget.
- $667,459 - Increase in services provided to other County departments; increase in County Collector revenue; increased charges to the Jail Medical program based on inmate population growth and commitment to meet AMA standards.
- $84,746 - Increase in other revenue (net) and additional grants.

NET COUNTY COST

$62,181 increase ($1,776,599 to $1,838,780)

PROGRAM DISCUSSION OF 1987-88 BUDGET

OPERATING BUDGET

The budget figures shown in the summary display at the start of this budget unit represent total revenues and expenses for the Hospital Enterprise Fund. The following is a comparison of the current and proposed budgets which reflects only those revenues and expenses directly related to the ongoing operation of the Hospital. (Non-operating revenues such as AB 8 program funds, and non-operating expenses such as Fixed Assets and depreciation, have been excluded.)

BUDGET UNIT: **HOSPITAL ENTERPRISE FUND**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Revenue	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Medi-Cal	$18,506,516	$19,916,146	$1,409,630
Medicare	8,151,353	9,200,442	1,049,089
Pay Patients/Insurance	6,835,389	9,314,783	2,479,394
State Funds-MIA Program	8,518,335	8,111,484	(406,851)
Services to OCD	2,227,378	2,894,837	667,459
Grants/Other Income	1,028,681	1,400,035	371,354
Total Operating Revenue	$45,267,652	$50,837,727	$5,570,075
Expense			
Salaries & Employee Benefits	$33,255,116[1]	$36,871,512	$3,616,396
Services & Supplies	18,809,099[1]	20,538,351	1,729,252
Total Operating Expense	$52,064,215	$57,409,863	$5,345,648
NET OPERATING LOSS[2]	$(6,796,563)	$(6,572,136)	$ 224,427

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[1] As adjusted to reflect transfer of 23 positions from Government Buildings to the Hospital in October 1986.

[2] Not included in Net Operating Loss are Fixed Assets, capital projects, and depreciation expenses.

FUNDING REQUIREMENT FOR OPERATIONS

The $6,572,136 operating deficit shown above will be funded from the following non-operating revenue sources:

	1986-87 Approved	1987-88 Proposed	Inc./Dec.
State AB 8 Funds	$ 3,538,854	$ 3,662,714	$ 123,860
County AB 8 Match	1,776,599	1,838,780	62,181
Enterprise Fund Reserves	1,381,110	970,642	(410,468)
Interest Income	100,000	100,000	0
Total Non-Operating Revenue	$ 6,796,563	$ 6,572,136	$ (224,427)

Total Hospital revenue from all sources for 1987-88 is projected as follows:

	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Operating Revenue	$45,267,652	$50,837,727	$5,570,075
Non-Operating Revenue (including Operating Reserves)	6,796,563	6,572,136	(224,427)
Hospital Depreciation Reserves (Fixed Assets)	767,000	767,000	0
TOTAL HOSPITAL REVENUE	$52,831,215	$58,176,863	$5,345,648

The Hospital's operating revenue projections for 1987-88 are based on current year Estimated/Actual experience plus projected workload increases and rate adjustments. In addition, the Hospital has used the preliminary State budget allocations per the Governor's budget for its MIA and AB 8 revenue estimates.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Several points should be highlighted concerning the revenue projections:

- A 9% rate increase in selected inpatient, outpatient, and ancillary services has been included. These increases are scheduled to be presented to the Board with an effective date of June 1, 1987.

- The inpatient census, which is the major factor in generating increased revenue for inpatient and inpatient ancillary services, is projected to stabilize at 160 patients per day. An increased census is projected in the Intensive Care Nursery when the additional 6 licensed beds are added in September 1987. The growth in this area will generate $1,000-$1,200 per bed per day in additional revenue.

- The Hospital continues to experience dramatic increases in the Private Pay/Insurance category. Over the past three years, revenue in this category has increased by $2.2 million, or 47% (from $4.6 million in 1984-85 to $6.8 million projected for 1986-87). This positive change in payor client mix is expected to continue into FY 1987-88. County employees and their dependents are continuing to utilize the Hospital's services in increasing numbers. This budget reflects a higher utilization rate during FY 1987-88 than was experienced during FY 1986-87.

- The increases in Medi-Cal and Medicare revenues are important factors in the financial stability of San Joaquin General Hospital. These two programs will generate $29,116,588, or 57% of operating income in 1987-88. Any major change in either of these programs could adversely affect Hospital operations.

- The $406,851 decrease in MIA revenue is based on the Governor's proposed budget.

- The revenue increase from other County departments reflects an increase in services provided by San Joaquin General Hospital, primarily to the Jail Medical program.

- The General Fund Contribution to the Hospital operating budget is $1,838,780. This is the required match necessary to receive $3,662,714 in State funds for the AB-8 program. This required match is $62,181 above the 1986-87 level.

- San Joaquin General Hospital is currently in contract negotiations with the State for possible Medi-Cal contracting at a fixed reimbursement rate rather than the cost reimbursement program that the Hospital has traditionally used. This is a major deviation from normal Hospital operations and could have far-reaching consequences. Negotiations are not scheduled to conclude until after the 1987-88 State budget is adopted. Medi-Cal revenue may have to be adjusted to reflect the outcome of these negotiations.

- The outpatient workload is projected to increase from 151,175 visits per year to 165,764. This again is attributed primarily to increased usage by County employees and their dependents, plus new insurance payors. This increase in visits generates additional revenue in clinics and in ancillary services such as Lab, X-Ray, Respiratory, and Pharmacy.

- Hospital reserves (including depreciation reserves for Fixed Assets acquisition) are used to fund the anticipated non-operating revenue shortfall of $1,737,642.

SALARIES & EMPLOYEE BENEFITS

A recommended overall increase of $3,616,396 in Salaries and Employee Benefits breaks down as follows:

BUDGET UNIT: **HOSPITAL ENTERPRISE FUND**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Category	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Salaries (Regular, Extra-Help, Overtime & Holiday)	$26,869,885	$29,964,559	$3,094,674
Benefits:			
• Retirement	3,025,923	3,117,201	91,278
• OASDI	1,637,689	1,821,000	183,311
• Health & Life Insurance	1,721,619	1,890,525	168,906
• Unemployment	0	78,227	78,227
TOTAL SALARIES/BENEFITS	$33,255,116	$36,871,512	$3,616,396

Recommended Salaries and Benefits will provide a total of 1,014 allocated positions, an increase of 74 positions over the 1986-87 budgeted level. A reconciliation of positions added during the past year, plus recommended new positions for 1987-88, appears below:

Full-Time Position Allocations

Budgeted Positions 7/1/86:		938
Positions Added 1986-87 per Budget:	11	
Positions Added 1986-87 per Board Order:	61	
		72
Total Positions 1986-87:		1,010
Requested Positions 1987-88:		4 (Net)
Total Recommended Positions 1987-88:		1,014

Positions added in 1986-87 were:

Class	Number	Area
Specialist Clerk	1	Personnel
Personnel Analyst	1	Personnel
Quality Assurance Coordinator	1	Administration
Director Pharmacy Service	1	Pharmacy
Clerk Typist III	1	Administration
Senior Staff Nurse	5	Nursing
Senior Staff Nurse	4	Nursing
Senior Staff Nurse	1	Admitting
Respiratory Therapy Tech. I/II	2	Respiratory Care
Respiratory Therapist	1	Respiratory Care
Laboratory Assistant	1	Laboratory
Clinical Laboratory Tech. I/II	1	Laboratory
Biomedical Technician II	1	Plant Engineering
Hospital Plant Manager	1	Plant Engineering
Asst. Maint. & Construction Super.	1	Plant Engineering
Office Building Engineer	1	Plant Engineering
Stat. Engineer	5	Plant Engineering
Electrician	2	Plant Engineering
Storekeeper I	1	Plant Engineering
Craft Maintenance Worker	10	Plant Engineering
Building Maintenance Worker	2	Plant Engineering
Senior Staff Nurse	3	Nursing
Senior Staff Nurse	3	Jail
Clerk Typist II	1	Administration
Physician Assistant	1	Jail
Lead Clerk	1	Jail
Senior Staff Nurse	3	Nursing - OR
Occupational Therapist I	1	PM&R
Speech Therapist	1	PM&R
Senior Physical Therapist or Physical Therapist	1	PM&R
Patient Registration Clerk	3	Employees' Health
Subtotal	62	

PROGRAM DISCUSSION OF 1987-88 BUDGET

Clerk Typist II	1	Employees' Health
Senior Staff Nurse	2	Nursing-Med/Surg.
Senior Staff Nurse	4	Nursing-Pediatrics
LVN	3	Nursing-Pediatrics
Total Positions Added in 1986-87:	72	
Total 1987-88 Cost:	$2,286,678	

For each position added during 1986-87, an explanation of need was presented in the 1986-87 budget or in a Board letter. In general, these positions were added to respond to specific workload increases in direct patient care areas or support services. Of the 72 positions added, 23 full-time equivalents resulted from the transfer of staff from Government Buildings to the Hospital Engineering Department. In several cases, part-time positions were converted to full-time positions to reduce turnover and create stability in the work force.

Extra-help is increased by a total of 52 full-time equivalent (FTE) positions at a total increase of $1,214,622. This increase is due to the growth in patient-driven workload in the inpatient, outpatient, and ancillary (laboratory, x-ray, etc.) areas, plus the transfer of 5.6 FTE's from Government Buildings to the Hospital. The following chart summarizes the increase in extra-help by area:

EXTRA-HELP STAFFING

	-----1986-87-----		-----1987-88-----		----Inc./Dec.----	
AREA	Amount	FTE's	Amount	FTE's	Amount	FTE's
Nursing & Ancillary	$2,915,406	124.3	$3,586,067	157.4	$ 670,661	33.1
Housekeeping	85,758	6.2	141,820	9.8	56,062	3.6
Dietary	125,304	8.9	104,316	7.9	($20,988)	(1.0)
Admitting	70,523	5.6	97,680	6.9	$27,157	1.3
Registration	97,158	6.8	155,116	10.2	57,958	3.4
Total Patient-Related FTE's	$3,294,149	151.8	$4,084,999	192.2	$ 790,850	40.4
Government Bldgs.	$ 10,183	0.8	165,537	6.4	$ 155,354	5.6
Other Support	543,432	42.5	811,850	48.5	268,418	6.0
	$3,847,764	195.1	$5,062,386	247.1	$1,214,622	52.0

Of the increased 1987-88 extra-help staffing shown above, 77% of the positions are directly related to workload increases resulting from higher patient levels, while the remaining 23% are for increased support services throughout the Hospital.

The following positions are recommended for inclusion in the 1987-88 budget:

POSITION	NO.	1987-88	AREA
Senior Staff Nurse	3	$ 97,345	Nursing
Medical Transcriber	1	22,206	Medical Records
Administrative Assistant I	1	27,364	General Accounting
Total	5	$146,915	

One position is recommended for deletion in 1987-88:

Credit & Collections Chief	1	(not budgeted)	Credit & Collections
Total New Positions (Net)	4		

Total 1987-88 First-Year Cost (Net): $146,915

PROGRAM DISCUSSION OF 1987-88 BUDGET

Three of the five new positions requested for 1987-88 are directly related to patient care. These three nursing positions will be used to staff the critical care areas of Intensive Care/Cardiac Care, Cardiac Cath/Special Procedures, and Obstetrics. The Medical Transcriber will be used to offset the current $25,008 cost of sending the Hospital's overflow medical transcription work to an outside agency. The Administrative Assistant I will be used to monitor the Hospital's budget on a monthly basis. This position is currently being filled with a temporary position which will be deleted when a permanent position is established.

SERVICES AND SUPPLIES

An overall increase of $1,729,252, or 9.2%, in Services and Supplies is recommended in the following areas:

Major Category	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Professional Services	$ 4,365,971	$ 4,599,405	$ 233,434
Purchased Services	2,556,076	2,727,696	171,620
Supplies	6,338,072	7,884,503	1,546,431
Services From OCD	2,103,469	1,888,615	(214,854)
Insurance	1,245,597	772,708	(472,889)
Other Direct Expenses	2,199,914	2,665,424	465,510
TOTAL SERVICES & SUPPLIES	$18,809,099	$20,538,351	$1,729,252

A more detailed breakdown of these changes from 1986-87 Approved levels follows:

Professional Services: $233,434 Increase

This category includes expenditures for all contract physicians (full-and part-time), attending staff, and services for patient care and teaching activities; services for outside medical care not available within the Hospital; net expenditures for the emergency medical services agency; and consulting contracts for cost accounting/reimbursement services and Master Plan consultants.

In 1986-87, as in the previous year, expenditures in this category were considerably below budget due to unfilled contract physician positions, vacant positions under recruitment, and delayed salary adjustments for most contract physicians. Estimated/Actual expenditures of $3,657,005 are $708,966 below the $4,365,971 budgeted amount. The recommended increase for 1987-88 is necessary to complete physician recruitment efforts. A total of $410,000 will be expended on full-year funding for contract physicians in the areas of Anesthesiology (1), OB-Gyn (1), Family Practice (2), Perinatology (1), Employee Health Services (1), and Pediatrics (1). An additional $190,000 will be used to increase physician coverage in Anesthesiology and the Emergency Room. Regular salary adjustments for existing contract physicians must also be funded from this category.

At the present time, there are approximately 40 full-time physicians on staff in the areas of Internal Medicine, Surgery, Pediatrics, Obstetrics/Gynecology, Family Practice, Emergency Medicine, Anesthesiology, Radiology, Pathology, and Employee Health Services. In addition, there are approximately 150 attending physicians who provide consultation in the inpatient and outpatient areas in all medical specialities. These physicians, along with full-time staff, also provide medical education and teaching services to the various physician training programs in Internal Medicine, Family Practice, Surgery, and Obstetrics/Gynecology.

Consulting fees from this category have been reduced by $416,197 with the completion of the Hospital Master Plan Schematic Design phase and the Master Plan Economic Feasibility study.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Purchased Services: $171,620 Increase

This category includes maintenance and repair for equipment, data processing services, ambulance services, purchased health care services for indigent patients, and other purchased services. The changes in this category are as follows:

Maintenance and Repairs	$ 306,424	(from $420,000 to $726,424) Maint. on all Hospital equipment including $132,000 for the new mainframe computer system and $84,000 for 4 replacement x-ray tubes.
Data Processing	(246,850)	(from $750,000 to $503,150) Charges for time-sharing computer services deleted upon start-up of new in-house system.
Ambulance Contracts	51,797	(from $184,951 to $236,748) Based on current experience.
Purchased Medical Care MIA	80,000	(from $800,000 to $880,000) Outside medical services purchased by the Hospital.
Other Purchased Services	(19,751)	(from $401,125 to $381,374) All other services purchased by Hospital.
Total Increase	$ 171,620	

Supplies: $1,546,431 Increase

This category includes supplies for pharmacy, food, medical, and all other supplies. The increases are as follows:

Pharmacy	$ 198,916	(from $1,484,059 to $1,682,975) Increases in cost of drugs and increased usage for inpatient and outpatient services.
Food	90,226	(from $677,867 to $768,093) Increases in costs of food and in number of meals served.
Medical	658,758	(from $2,294,015 to $2,952,773) Increase in costs of supplies and patient census.
Other Supplies	598,531	(from $1,882,131 to $2,480,662) Increases in all other purchased supplies.
Total Increase	$1,546,431	

Service From Other County Departments: $214,854 Decrease

The following support services are received by the Hospital from various County departments:

PROGRAM DISCUSSION OF 1987-88 BUDGET

Government Buildings*	$ (588,130)	(from $762,034 to $173,904) Net decrease in charges due to transfer of 23 FTE plus 5.6 extra-help positions from Government Buildings to Hospital in October 1986.
County Allocated Cost	229,925	(from $657,567 to $887,492) Increase in County A-87 Cost Allocation Plan per Auditor-Controller.
County Collector	71,861	(from $270,000 to $341,861) Increase in County Collector charges for collections on delinquent accounts.
Water Project	46,646	(from $163,146 to $209,792) Increased charges for Water Intercept Project.
Other Departments	24,844	(from $250,722 to $275,566) Net increase in charges from Motor Pool, Data Processing, and Parks and Recreation.
Total Decrease	$ (214,854)	

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*1986-87 budget adjusted to reflect $737,966 in Government Buildings charges transferred to Salaries and Benefits.

Insurance: $472,889 Decrease

The Hospital share of the County's self-insured insurance program costs are allocated annually by the Auditor-Controller:

Malpractice Insurance	$ (733,292)	(from 1,200,000 to $466,708) Decrease in allocated charges for Casualty and Malpractice insurance per Auditor-Controller.
Workers' Compensation Ins.	260,403	(from $45,597 to $306,000) Centrally budgeted increase per Auditor-Controller.
Total Decrease:	($472,899)	

Other Direct Expenses: $465,510 Increase

Utilities	$ 173,560	(from $1,294,914 to $1,468,474) Increase based on current usage levels/costs and 1987-88 projections for refuse disposal, gas, and electricity.
Hospital Telephone System	160,740	(from $240,736 to $401,476) Increased charges for new County telephone system.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Other Direct Expenses	131,210	(from $664,264 to $795,474) Increase for all other direct expenses, including interest charge increases of $165,000 for new Data Processing system, $41,770 for new temporary buildings, and $22,000 for new equipment leases.
Total Increase	$ 465,510	
TOTAL INCREASE ALL SERVICES & SUPPLIES	$1,729,252	

FIXED ASSETS

Fixed Assets are recommended at the 1986-87 level of $767,000. Included are $105,994 for new and replacement non-medical equipment and $661,006 for new and replacement medical equipment. Major recommended items include:

- $71,783 - Ultrasound Unit
- $67,750 - Anesthesia Machines (2)
- $60,000 - Beds (12)
- $37,075 - Cafeteria Equipment
- $25,150 - Operating Room Table
- $20,370 - Pulse Oximeter (3)
- $17,975 - Dialysis Machine
- $16,960 - Heart Rate Monitor (2)
- $11,670 - EKG Monitor
- $11,024 - Neonatal Infusion Pump (4)
- $10,070 - Infant Care Unit
- $6,890 - Infant Ventilator
- $6,870 - Fluorescent Microscope
- $6,000 - Defibrillator/Monitor

CAPITAL PROJECTS

Hospital capital projects approved in the 1986-87 budget (and in subsequent mid-year revisions) which have not been completed are recommended for re-budgeting in 1987-88. This roll-over amount, which is estimated at $1,423,776, will be determined based on actual unexpended project balances on June 30, 1987.

Note: The appropriation for Hospital capital projects is found in the County Public Improvement Budget No. 148. The following is shown for informational purposes only:

1986-87 Approved Projects	Approved 1986-87 Funding (Incl. Mid-Year Revisions)	Estimated Expenditures Thru 6/30/87	Estimated Project Bal. 6/30/87
1. Intensive Care Nursery Expansion	$1,114,300	$(600,000)	$ 514,300
2. Medical Staff Office/ Data Processing Ctr.	1,080,200	(300,000)	780,200
3. Radiology Room No. 4	44,000	0	44,000
4. Space Programming - Outpatient Departments	50,000	0	50,000
5. Radiology Room No. 2	121,000	(160,000)	(39,000)
6. Handwashing/Bathroom Project	308,000	(308,000)	0
7. Project Contingencies	74,266	0	74,266
1986-87 Approved Total	$2,791,766	$1,368,000	$1,423,766

In addition to the projects listed above, for which funding has been previously committed, the Hospital has requested the following projects for 1987-88 at a total cost of $1,371,500:

PROGRAM DISCUSSION OF 1987-88 BUDGET

Requested 1987-88 Remodeling Projects	Project Cost Estimate
1. Outpatient Special Procedures Room	$ 110,000
2. Labor and Delivery Remodeling	110,000
3. Intensive Care Unit Expansion	753,500
4. Solid Waste Disposal System	198,000
5. Signage Program	200,000
Total Requested	$1,371,500

At this time, available sources of County funding for these projects have been identified as follows:

1. General Fund Contribution (Resulting from Hospital absorption of Emergency Medical Services program costs)		$300,000
2. Interest Earnings from Hospital Cost Report Trust	$180,000	
Less 1986-87 Interest Earnings Shortfall	(83,196)	
Net Interest Earnings Available		96,804
Total Funding Available for New Capital Projects in 1987-88		$396,804

No decisions have been made at this time on other potential funding sources for Hospital remodeling/renovation projects, such as State AB 3245 and AB 830 grant programs, additional General Fund capital projects contributions, other General Funds costs absorbed within the Hospital budget, and conventional financing programs. Specific new projects, including funding sources and amounts, will be fully identified in the Final Budget (or after Department Head/CAO budget review, if possible).

MASTER PLAN PROJECT FUNDING

The decision to proceed with the Hospital Master Plan project rests with the Board of Supervisors. Pending Board approval of the Economic Feasibility Study and the Schematic Design for Phase I, the next steps in the Master Plan process include, 1) the selection of project financing from among several alternatives, including State AB 830 grants and/or loans and conventional long-term financing, and 2) the selection of the project architects/engineers for Phase I. The estimated costs for architect/engineering fees could range from $1.4 to $2.0 million. These preliminary estimates are presented only for informational purposes. One possible source of funding for the architectural/engineering phase of the project (in advance of long-term financing) might be the Hospital's Cost Report Trust, which serves as a reserve fund for potential cost report settlements with Medi-Cal and Medicare.

HOSPITAL SUPPORT TO JAIL MEDICAL PROGRAM

The Hospital is responsible for the provision of medical care and other support services at the Jail as well as for inpatient, outpatient, and ancillary services provided to inmates at the Hospital. During the 1986-87 fiscal year, staffing was expanded to cover an 18.8% increase in the inmate population over 1985-86 levels. An additional position of Physician Assistant and part-time staff in various categories were added in response to the increased numbers of inmates. In 1987-88, the reclassification of an existing nursing position to that of Head Nurse is recommended for the Jail Medical program. The use of part-time staff will fluctuate depending on the jail population and is projected to increase in the next fiscal year.

The projected Jail Medical program staffing for 1987-88 is shown below:

BUDGET UNIT:	**HOSPITAL ENTERPRISE FUND**
DEPARTMENT:	**HEALTH CARE SERVICES**
FUNCTION:	**HEALTH SERVICES**
RESPONSIBLE MANAGER:	**MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Full Time

Position	Number
Lead Clerk	1
LVN	13
RN	4
Clerk Typist II	2
Clerk	1
Nursing Assistant	1
Nurse Practitioner	2
Jail Physician	1
Head Nurse*	1
Physician Assistant	1
	27 positions

Part-Time

Position	Number
LVN	4
Clerk	3.5
RN	2
Admin.	0.5
	10.0 positions**

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*Recommended position reclassification.

**The number of hours worked by the part-time staff will vary depending on the Jail population and the stability of the full-time staff. These 10 positions are not full-time equivalents.

The estimated charges from the Hospital to the Sheriff's Department for Jail medical services are included in the following categories:

Category	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Medical Staff (Salary & Benefits)	$ 950,267	$ 1,064,064	$ 113,797
Medical Supplies	6,000	6,000	0
Medical Pharmacy	46,000	61,841	15,841
Medical CSR	5,000	7,246	2,246
Medical Direct Purchase	8,000	8,000	0
Ambulance/Outside Hospital/ Emergency Room	40,000	40,000	0
Special Diets	9,900	7,500	(2,400)
Miscellaneous Medical	3,000	0	(3,000)
SJGH Inpatient Care	110,000	175,584	65,584
SJGH Outpatient Care	173,000	233,584	60,584
Subtotal	$ 1,351,167	$ 1,603,819	$ 252,652
Laundry Services	90,000	125,000	35,000
TOTAL JAIL MEDICAL SERVICES	$ 1,441,167	$ 1,728,819	$ 287,652

The increases in medical support charges reflect normal salary adjustments and the increased use of full-time staff to meet continuing growth in the inmate population. The increase in Pharmacy costs reflects the increased number of inmates being treated at the Jail. The increase in San Joaquin General Hospital's charges for inpatient and outpatient care are due to the higher level of services being utilized by the increased population. Note: For additional information on the services provided by the Hospital and other Health Care Services programs to the County Jail, see the Sheriff-Custody Budget No. 226.

In addition to the above charges, the Hospital will render medical services in 1987-88 to Mary Graham Children's Shelter in the amount of $40,215 and to Juvenile Hall in the amount of $23,438.

HOSPITAL MASTER PLAN

Beginning in 1977, the San Joaquin General Hospital (SJGH) staff initiated discussions with community hospitals to develop a coordinated and cooperative plan for the delivery of hospital services in San Joaquin County. This effort

PROGRAM DISCUSSION OF 1987-88 BUDGET

was initiated at a time when the Federal and State governments were promoting a cooperative joint planning effort among hospitals.

From 1977 through the early 1980's, the services of several nationally recognized consulting firms were utilized to work with SJGH and the community hospitals in developing this joint planning approach. A community plan was developed that provided for the relocation of the General Hospital to the grounds of Stockton Developmental Center and further identified the consolidation of several services among the Stockton hospitals. This community plan was not pursued, however, due to subsequent major changes in Federal and State policy regarding joint planning and reimbursement.

In 1982, the Federal and State policy makers switched emphasis to a competitive market approach for hospital activities as a major thrust to control hospital costs and service development. With this significant change, the cooperative approach previously pursued was no longer possible. Independent development for the General Hospital became the only responsible course of action.

Previous studies had clearly established the contributions made by the General Hospital and the need for facilities replacement and program development. The next logical step was to develop a specific Master Plan for the replacement of existing hospital facilities at French Camp.

The architectural firm of Stone, Marraccini, and Patterson (SMP) was employed at a cost of $130,000 to develop this Master Plan, which was approved by the Board of Supervisors in November 1985. The Master Plan provided for the phased replacement of the Hospital facilities.

After approving the Master Plan, the Board of Supervisors authorized the next step in the process, the development of the schematic design for Phase I construction. This process was started in February 1986, and was completed in October 1986 at a total cost of $298,500.

At the Board's direction, a Steering Committee was established which consisted of two members of the Board of Supervisors, the County Administrator, and members of the SJGH medical and administrative staff. The Steering Committee's role was to oversee and coordinate the schematic design for Phase I construction effort.

The Steering Committee determined early in the process that maximum input should be received from all possible sources. Toward this end, numerous meetings and discussions were held with individual hospital department managers and medical staff. An employee committee was formed to receive input from the line-level staff. A consumer (patient) survey document was developed and interviews were held with hospital patients. Input was also requested from County employees of other departments in recognition of their importance as present and future users of the Hospital's services.

The Steering Committee invited participation from the local medical society through its public health committee. Members of the Steering Committee and architects made a presentation at a special meeting of the medical society to present the schematic design for Phase I construction and discussed the program and financial considerations.

Members of the Board of Supervisors were continually apprised of the project's efforts. In October 1986, the final report was completed and shared with all participants. The total Phase I construction project established a development schedule that includes the elements of predesign, design, and bidding/award and construction. The time frame established was three and one-half years with a total estimated cost projected to July 1988 of $38.5 to $40 million.

The completed design project has not been formally presented to the Board of Supervisors for consideration as other associated activities are still under

PROGRAM DISCUSSION OF 1987-88 BUDGET

way. The Steering Committee recommended, and the Board of Supervisors concurred, that an economic analysis of the Hospital's and County's financial ability to support Phase I of the replacement project should be completed. Toward that end, the consulting firm of Peat, Marwick, Mitchell and Company was engaged under the direction of the County Administrator's Office at a cost of $41,330. The consultants' work should be completed by June 1987.

It is the intent of the Steering Committee to present both the schematic design Phase I report along with the Economic Feasibility Study to the Board of Supervisors in June 1987.

Concurrently with the Hospital Master Plan process, similar activity was occurring in the Sheriff's Department regarding a replacement jail facility. Since both projects are part of the County's Mathews Road Complex, additional studies were initiated under the direction of the County Administrator's Office and County Department of Public Works. These studies are addressing the overall land development issues of infrastructure needs, utilities, flood plan, traffic/circulation, and other development issues.

The Hospital and County Administrator's Office have also pursued the financing options available for the Hospital project. These efforts have been undertaken in consultation with the County's financial consultant and bond counsel. At the present time, Hospital staff are preparing a grant and loan application to the State of California Health Facilities and Financing Authority. Several other financing options are also under evaluation.

Throughout the entire Master Plan process, the facility replacement needs of the Hospital have been clearly defined. The rationale for continuing to move forward is dictated by the needs of the Hospital 1) to be fiscally viable through increasing its unique and basic services, and 2) to become the Hospital of choice for physicians and their patients.

The Hospital can clearly meet its obligations to the needy and disadvantaged citizens by serving the entire community. This was most evident during 1986-87, when the Hospital sustained a $400,000 reduction in State support from the MIA program, but was able to continue all services and not require additional County General Fund support. This was possible because of the Hospital's success in attracting increasing numbers of paying and insurance-covered patients.

The Hospital's ability to operate with the minimum of County support (i.e., the required County AB 8 match of $1.8 million for a recommended 1987-88 operating budget of $58.2 million) is dependent on its moving ahead with the Phase I construction project and continuing to attract physicians and patients to SJGH's programs and services. In the absence of these efforts, the cost to the County will significantly increase and the quality and quantity of Hospital services will diminish as has happened in recent years in many other California counties.

The implementation of the Master Plan beginning in 1987-88 will serve the interests of the County and its citizens both from a quality of care and a financial standpoint. San Joaquin General Hospital must operate as a community resource for all citizens as well as a fiscally sound business enterprise.

EXPANSION OF HOSPITAL UTILIZATION IN CURRENT HEALTH CARE ENVIRONMENT

The current health care environment is characterized as a competitive marketplace. Hospitals, physicians, and other health care providers are taking steps to market their services to the community users/consumers. SJGH must operate in this environment and at the same time continue its role as the community provider for all citizens.

The Hospital can best achieve this legal and community commitment of serving the disadvantaged if it also serves as a major provider to those citizens who have health insurance and an ability to chose their health provider.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Board of Supervisors have endorsed and supported the Hospital's efforts in this competitive marketplace through the development of community information, education, and marketing efforts. Beginning in the 1984-85 fiscal year, the Board of Supervisors supported staff additions in the planning, development, and marketing areas. Today, the Hospital has one of the most progressive and active marketing efforts of any public teaching hospital in the State. One full-time staff member supports the Hospital's marketing program. Including outside contracts and services, the marketing program budget for 1987-88 totals $225,553.

During the 1986-87 fiscal year, Hospital staff prepared and distributed numerous community and medical presentations highlighting SJGH's unique services in the area of high risk obstetrics, newborn intensive care, physical medicine and rehabilitation, education and training, women's, children's, and family-centered care programs. These efforts included the use of newspaper and radio presentations of these services. Also included were the development of patient and physician brochures that presented these services in a positive and effective way. Staff were active participants in several health fairs for senior citizens and the general community. In May 1987, staff conducted an extensive Health Fair in one of the major shopping malls. This effort involved local businesses, schools, and many staff and program services.

The Hospital's efforts in 1987-88 will parallel those of the current year. Visability in the community at large will continue to be increased with special emphasis on the physician and business communities. Continued use of the media will inform, educate, and market the Hospital's services.

HEALTH CARE SERVICES FOR COUNTY EMPLOYEES AND THEIR DEPENDENTS

The Hospital's first efforts at marketing its services to County employees and their families began in 1984. These efforts continued in 1985 with the development of changes in the County health insurance program. Hospital staff prepared and distributed information to County employees and their family members and conducted organized tours of the Hospital for all County employees. The efforts in 1985 were modest but represented the first organized attempt to actively encourage employee use of San Joaquin General's programs and services.

In 1986, the Hospital substantially increased its efforts to attract County employees and their families. A major effort in this regard was the opening of an Employee Health Service program at the Canlis Annex in October 1986. Existing office space was remodeled into the clinic configuration at a cost of $25,000. The "Canlis Clinic" currently operates Monday through Friday from 9:00 a.m. to 1:00 p.m. The program provides basic general medical care to employees and their family members. Utilization of the clinic has continually increased, a strong indication that the program has been very positively received. At the present time, services are provided to an average of 15-18 patients a day. The Hospital plans to increase the service hours to full days, Monday through Friday. The operating budget for the clinic is $67,000 for 1987-88.

During the 1986-87 fiscal year, there has been a tremendous growth in the use of the Hospital's services by County employees and family members. In a progress report to the Board of Supervisors in February 1987, Hospital staff presented the following summary of services:

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

	Calendar Year 1985	Calendar Year 1986	Percentage Increase
Service			
Outpatient Visits	2,546	6,300	147%
Visits by Employee Category			
Health Care Services Employees	1,474	3,072	108%
Health Care Services Dependents	422	1,203	185%
Other County Employees	594	1,343	126%
Other County Dependents	255	682	167%
Visits by Type of Service			
Emergency Room	863	1,460	69%
Specialty Clinics	920	1,977	115%
Employees' Health	1,043	3,079	195%
Ancillary Services			
Laboratory	1,148	2,381	107%
Pharmacy	1,949	6,403	229%
Radiology	498	950	91%
All Other	363	648	79%
Total Service Units	6,784	16,948	150%
Inpatient			
Admission	78	114	46%

This significant increase in growth in just one year is attributed to not only the Hospital's efforts and the Board of Supervisors' support and encouragement, but also to the positive response of County employees and family members to the services.

In addition to the provision of direct patient care, SJGH also presented six Health and Wellness seminars in the summer and fall of 1986 to over 560 County employees. A second series of Health and Wellness seminars was presented in March and April 1987.

At the present time, the County Employee Health program has three options, one of which is the County Plan. The Hospital completed development of the "Access Health Program" which emphasizes the increased benefits to County employees when choosing the County Plan and using the services of the Hospital. In January 1987, "Access Health Program" brochures were distributed to all County employees. Hospital staff also made presentations during the open enrollment period.

The Hospital's efforts to provide accessible, convenient, and comprehensive health care to County employees and their families will continue at an accelerated pace during 1987-88.

FAMILY PRACTICE CENTER EXPANSION

The Family Practice Center, which is located on the Hospital campus, is currently being remodeled and expanded to accommodate the increasing growth in pediatrics, employee health, and family practice. The project should be completed in May 1987.

BUDGET UNIT: **HOSPITAL ENTERPRISE FUND**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

This program expansion was made possible when the Drug-Free Treatment program was relocated from the Family Practice Center to the Professional Building on the grounds of Stockton Developmental Center in January 1987. The Family Practice expansion has permitted an increase in the hours of service to five days per week. Evening hours and weekend services have not been initiated at this time.

The growth in pediatrics, employee health, and family practice has caused increased growth in ancillary services and inpatient admissions. This growth is anticipated to continue in 1987-88.

MARKETING PROGRAMS

The Hospital's major marketing effort in 1986-87 was directed at County employees as outlined above. The development and implementation of the "Access Health" program was a major achievement. This program identified all the services available to County employees and their families and the advantages of using the Hospital as their preferred provider. The program emphasizes preventative health care such as annual physicals, health and wellness seminars, comprehensive and convenient outpatient services, and basic and unique inpatient hospital services all provided by the General Hospital. The brochures and marketing techniques used were most effective in educating and informing County employees and their families.

Participation in health care programs offered through Health Maintenance Organizations (HMO's) and Preferred Provider Organizations (PPO's) continued on a slightly expanded basis in 1986-87. While the number of plans the Hospital participates in increased in 1986-87, the volume of services provided has only grown modestly.

Use of the media (print and radio) markedly increased in 1986-87. The Hospital was recently advised that one of its marketing pieces, which emphasizes maternity and newborn services, will be the recipient of a local award.

In October 1986, the Hospital participated in the California Association of Public Hospitals seminar. Staff presented an overview of the Hospital's internal and external marketing efforts. The presentation was well received by seminar participants.

The 1986-87 fiscal year also saw major efforts in internal marketing. The guest relations program CARE (Courtesy, Attitude, Respect, Enthusiasm) was implemented. All Hospital and Health Care Services employees participated in the program. Changes were made in employee performance reports incorporating the principles of the CARE program. In addition, extensive employee recognition programs were implemented to reinforce and encourage positive employee interaction and guest relations.

Efforts in 1987-88 will build and expand on the activities initiated in the current year. As San Joaquin General Hospital becomes better known and more highly regarded throughout the community, there is a direct effect in the form of increased services provided and an expanded base for sound fiscal performance.

DATA PROCESSING CHANGES: COMPUTER ENHANCEMENTS

Construction is underway on the new Data Processing Center approved last year. This facility, at a total cost of $1 million, also includes office space for the medical staff. A contract and five-year lease/purchase plan for the new computer hardware and software has been finalized at an estimated cost of $2.9 million. At the conclusion of the five-year period, the Hospital will own the equipment and the annual operating costs will be substantially reduced. During the next five years, annual computer costs will remain at the present level of the existing timesharing arrangement.

It is anticipated that the Hospital computer conversion will be completed during 1987-88, with a target date of 1988-89 for the full merger of all Health Care Services (Hospital, Mental Health, Alcohol, and Drug Services) data processing activities in the new Data Processing Center on the Hospital campus.

PROGRAM ENHANCEMENTS

Several major program enhancements and accomplishments occurred or were initiated in 1986-87. The remodeling of the maternity unit was completed. Medical, nursing, and support staff in the maternity, pediatric, and newborn intensive care areas were augmented to meet the increased patient growth in these areas. The expansion of the newborn intensive care nursery will be completed in the summer of 1987.

The increased services provided to critically ill patients is reflected in the extremely high census in the adult intensive care and coronary care units. The activity in the inpatient and outpatient surgery program is reflected in a 15-20% increase in services. The large increase in emergency services has strained existing critical care capabilities.

The Hospital's major challenge in 1987-88 will be to increase and enhance critical care services, which will require additional beds and support staff. The major obstacles to be overcome are the physical facilities limitations and the funds needed for financing additional construction projects. While the Master Plan and Phase I construction will address these needs, program enhancements and expansion cannot wait the three to four years until the project is completed. During 1987-88, Hospital staff will develop the programmatic and fiscal approach to address these needs.

JOINT VENTURES

The opportunity to develop joint ventures with the medical staff and other health care providers will receive increased attention in 1987-88. To be cost effective and to serve the whole community in these highly specialized areas (which require heavy facility and staff support) demands that opportunities for joint ventures be explored.

The development of the Hospital campus through the Master Plan recognizes the value of such joint ventures. Staff is working with the medical staff on a physician office complex that will enhance services and establish the Hospital as a referral center of excellence.

San Joaquin General Hospital intends to take advantage of all opportunities in 1987-88 to assume a leadership role in the provision of health care services in San Joaquin County.

SUMMARY

An overall Hospital Enterprise Fund budget increase of $5.3 million, or 10.1% (from $52.8 to $58.1 million), which will support ongoing operations, selected program expansions and new program development, and major Fixed Assets acquisition will require a net increase of $62,181 (from $1,776,599 to $1,838,780) in the County General Fund contribution. This level of fiscal performance is an indicator of success in the overall program direction the Hospital and the Board of Supervisors have undertaken.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. Hospital Master Plan To complete the schematic design phase of the Hospital Master Plan and receive Board approval. To initiate and complete a consultant's economic feasibility study of the Hospital's and County's ability to finance the capital projects called for in Phase I of Master Plan. This analysis will be completed under the direction of the County Administrator's Office for presentation to the Board of Supervisors. Based on results of consultant's economic analysis, to initiate process of debt financing for Hospital's Phase I construction in conjunction with the County's overall capital financing plan. To begin detailed architectural plans and specifications for development of construction bid documents for Phase I.	1. Completed the schematic design phase of the Hospital Master Plan in October 1986. The schematic design will be formally presented to the Board of Supervisors once the economic feasibility study has been completed. The Board of Supervisors approved the engagement of the consulting firm of Peat, Marwick, Mitchell and Company to conduct an economic feasibility study of the Hospital's and County's ability to finance the Phase I construction program. It is anticipated that the schematic design and economic feasibility study will be formally presented to the Board of Supervisors in June 1987. County Administrator and Hospital staff explored financing opportunities in consultation with the County's financial advisor and bond counsel. In March 1987, the decision was made to begin development of a grant and loan application to the State Health Facilities Financing Authority for the project. Financing options will be evaluated, with recommendations presented to the Board of Supervisors following approval of the economic feasibility study and the schematic design phase. Also upon Board of Supervisors' approval of the recommendations contained in the schematic design phase and economic analysis, detailed architectural plans and specifications will be developed.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. Perinatal Program To expand newborn intensive care nursery from 6 to 12 beds and complete renovation of postpartum units. To negotiate an affiliation agreement with a Level III newborn intensive care nursery (UC Davis or Stanford). To recertify Newborn intensive care nursery and Pediatric programs by the California Children's Service. To continue referral and marketing activities to increase utilization of the newborn intensive care nursery, high risk obstetrical program, and perinatal testing center. To continue staff development and training programs within the Hospital and community hospitals. To develop and implement support services for the pediatric surgery program and complete recruitment for a full-time perinatologist.	2. Expansion of the newborn intensive care Nursery from 6 to 12 beds will be completed in the summer of 1987. Renovation of the postpartum unit was completed in March 1987. During 1986-87, staff completed negotiations for an affiliation agreement with a Level III newborn intensive care nursery (UC Davis Medical Center). The newborn intensive care nursery and pediatric program continues to be approved by the California Children's Services. Marketing activities during 1986-87 were directed at increasing the utilization of the newborn intensive care nursery, high risk obstetrical program, and the perinatal testing center. An advertising campaign informed the community of these services. Staff development continued with the affiliation agreement with UC Davis for physician, nursing, and support personnel. In addition, SJGH presented continuing education and staff development programs for medical staff, nursing, and support service members of other community hospitals. A Pediatric Surgeon began service on July 1, 1986. At the same time, inservice training began for nursing staff in pediatric surgery. Program implementation has been very successful and has resulted in enhanced patient care to newborns. Several enhancements were made to the maternity program, including the completion of the renovation project on the maternity suite.
3. Jail Medical Programs To complete AMA certification of Jail Medical program in conjunction with Sheriff's Department. To initiate a complete review of medical and mental health services to Juvenile Hall in conjunction with Probation Department.	3. AMA certification of the Jail Medical programs was not completed. Considerable improvements were made, however, in both the level of staff support and hours of service coverage in the physical health, mental health, and substance abuse areas. Support services to Juvenile Hall have also been increased.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
To complete evaluation of Honor Farm Reception Center expansion with Sheriff's Department. To continue to identify remodeling needs within Main Jail, Women's Jail, and Honor Farm to improve medical delivery programs.	In conjunction with the Sheriff's Department staff, completed an evaluation of the Honor Farm Reception Center. A new location for the facility was identified, and the installation of two new modular units is underway. The program will be able to deliver the same level of service more efficiently in the new facility.
4. Employee Health Services To initiate a satellite Employee Health Services program in the Canlis Annex. To develop and deliver health and wellness programs for County employees. To expand employee health services at the General Hospital to five days per week. To evaluate and implement, if appropriate, evening and weekend services.	4. Initiated the satellite Employee Health Services program in the Canlis Annex in October 1986. Presented several series of health and wellness seminars for County employees during 1986. Expansion of Employee Health Services at the General Hospital is near completion. Employee health services are now provided five days per week. Several reports were presented to the Board of Supervisors during 1986-87 outlining the significant growth in Employee Health Services. Staff resources were increased to meet these expanding program services.
5. Residency Training Program To complete evaluation of residency training programs in Obstetrics/Gynecology and Family Practice. To successfully complete AMA certification review.	5. Completed the Residency Review in Obstetrics and Gynecology and Family Practice in December 1986. To date, final results of the review have not been received.
6. Local Health District To conclude with County Administrator's Office, Board of Supervisors, and staff and Trustees of the Local Health District, transition of public health programs to County operation.	6. The Board of Supervisors and the Local Health District Board of Trustees agreed to a "disengagement" in the merger process in November 1986. No further activity is taking place in this area.
7. EMS Program To implement a successful regional paramedic training program. To resolve issues regarding delegation of medical control to the Regional EMS Agency.	7. Successfully implemented a Regional Paramedic Training Program during 1986-87. Although there were several program changes, SJGH continues to make available its facilities and staff. Staff will evaluate continued participation in regional training programs in 1987-88.

BUDGET UNIT: HOSPITAL ENTERPRISE FUND
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
	There was little activity resulting from delegation of medical control to the Regional EMS Agency. While the Board of Supervisors did formally act in this matter, there have been no significant changes in the operation of the County's EMS Programs.
8. Capital Projects To initiate and complete the capital projects as presented in the 1986-87 Hospital budget within the financing capabilities of the Hospital and the County.	8. Progress has been made on each of the capital projects approved in the 1986-87 budget to the extent financing was available.
9. Public Relations/Marketing To develop a formal marketing program identified as "Access Health" for County employees, dependents, and retirees to encourage their use of San Joaquin General Hospital and the various services within the Department of Health Care Services.	9. Developed and implemented the "Access Health" program for County employees, dependents, and retirees. Program was presented to all County employees during the annual enrollment period in January 1987, and is continually presented to new employees. Significant increases have been achieved in the use of San Joaquin General Hospital and its various services within the Department of Health Care Services by County employees and their dependents.
10. Inpatient Intensive Care Program To develop a staff recruitment/retention and in-house training program for nursing staff in the adult intensive care unit. To train additional staff to develop a backup step-down unit on the medical unit and initiate the necessary remodeling.	10. Significant progress was made in staff recruitment/retention and in in-house training programs for the nursing staff in the adult intensive care unit. Over 50% of the nurses have completed the intensive care nursing training program and have received certificates in the ACLS Program. In addition, the Hospital developed a Pediatric Intensive Care Training Program which several nurses completed. The second phase of the training program was initiated in April 1987. Additional staff were trained and a backup step-down unit developed on the medical unit to handle the ever-increasing patient census in the Adult Intensive Care/Coronary Care Unit.

1987-88 OBJECTIVES

1. Hospital Master Plan

   To present to the Board of Supervisors for approval the schematic design for Phase I construction and the economic feasibility study of the Hospital's and County's ability to finance the project.

BUDGET UNIT: **HOSPITAL ENTERPRISE FUND**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

1987-88 OBJECTIVES

To engage an architectural firm to prepare the detailed plans and specifications for the Phase I project.

To secure, in conjunction with the County Administrator's Office, County financial consultant, and bond counsel, the financing package for the Phase I project.

2. Perinatal Program

To complete the expansion of the newborn intensive care nursery from 6 to 12 beds and begin evaluation of moving from a Level II to Level III nursery.

To continue an affiliation with a Level III newborn intensive care nursery and expand the internal and external staff development programs for physician, nursing, and support personnel.

To initiate and complete an evaluation of the program and resource needs in Ob-Gyn outreach efforts with community providers. In conjunction with this evaluation, to review the current family-centered educational and service program efforts with the medical, nursing, and support staff.

3. Employee Health Services

To continue the growth of employee health services through the: 1) expansion of service hours in the Canlis program to eight hours per day Monday through Friday, 2) continuation of health and wellness seminars and initiation of an employee health newsletter, 3) completion of remodeling of the Employee Health, Pediatrics, and Family Practice Centers, and to consider after-hour and weekend services.

To implement, where appropriate, increased specialist medical services in Employee Health programs.

4. Jail Medical Programs

To continue participation in the Jail Master Plan program with emphasis on interim physical facility improvements.

To stabilize the medical staffing and address recruitment and retention issues.

To continue efforts in program delivery for Mental Health, Alcohol, and Drug program services, including occupancy of the new Honor Farm Reception Center facility.

5. Critical Care Services

To develop program plans and financing options to meet adult intensive care and coronary care bed, service, and staffing needs; to explore the possibility of incorporating pediatric intensive care capabilities.

To continue evaluation in conjunction with community providers and EMS Agency development and implementation of organized trauma programs.

To complete changes in the inpatient and outpatient surgery and anesthesiology programs including facility and staffing considerations.

6. EMS Program

To continue local EMS efforts in the areas of staff training, ambulance ordinance administration, implementation of air ambulance protocols, and community information and education.

To complete assessment of relationships with regional EMS agency relating to operational and policy considerations.

BUDGET UNIT: **HOSPITAL ENTERPRISE FUND**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

1987-88 OBJECTIVES

7. Marketing/Public Relations

To continue efforts to attract County employees and dependents through increased educational and service delivery programs.

To continue the use of media efforts to inform, educate, and increase usage of the Hospital services by the community at large.

To begin specific marketing and public relations efforts with local businesses and other public employers to inform them of services available at the Hospital.

8. Joint Ventures

To continue to evaluate opportunities for joint ventures with the Hospital's medical staff, community health providers, and local organizations for the delivery of unique and special services currently provided or under development by the Hospital.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: **HEALTH CARE SERVICES**
MENTAL HEALTH, DRUG ABUSE, & ALCOHOLISM PROGRAMS

RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 8,318,914	$ 9,632,666	$10,662,284	$10,662,284	$1,029,618
• Svcs/Supplies	8,580,419	9,631,769	9,944,629	9,944,629	312,860
• Other Charges	66,000	75,150	0	0	(75,150)
• Fixed Assets	185,245	122,537	96,826	96,826	(25,711)
Total Expend	$17,150,578	$19,462,122	$20,703,739	$20,703,739	$1,241,617
• Intrafund Trans	(241,382)	(246,384)	(276,831)	(276,831)	(30,447)
TOTAL APPROP	$16,909,196	$19,215,738	$20,426,908	$20,426,908	$1,211,170
Earned Revenue By Source					
• Fines & Forfeitures	$ 283,000	$ 289,610	$ 248,369	$ 248,369	$ (41,241)
• Int & Rents	88,505	55,000	10,000	10,000	(45,000)
• Aid-Other Govt	11,271,251	12,146,585	12,709,488	12,709,488	562,903
• Charges for Svcs	4,558,473	5,107,230	5,813,031	5,813,031	705,801
TOTAL REVENUE	$16,201,229	$17,598,425	$18,780,888	$18,780,888	$1,182,463
NET COUNTY COST					
• Required Match	$ 408,134	$ 1,312,540	$ 1,335,673	$ 1,335,673	$ 23,133
• Discretionary	299,833	304,773	310,347	310,347	5,574
TOTAL NCC	$ 707,967	$ 1,617,313	$ 1,646,020	$ 1,646,020	$ 28,707
ALLOCATED POS	222.0	247.0	248.0	248.0	1.0
TEMPORARY (FTE)*	104.6	121.8	136.4	136.4	14.6
TOTAL STAFFING	326.6	368.8	384.4	384.4	15.6

*Full-time equivalent

SUMMARY

This presentation summarizes three budget units: Mental Health, Drug Abuse, and Alcoholism Services, which are divisions of Health Care Services.

PROGRAM HIGHLIGHTS

- For Mental Health, Drug Abuse, and Alcoholism Services program highlights, see Health Care Services Summary.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 5,874,632	$ 6,928,874	$ 7,594,003	$ 7,594,003	$ 665,129
• Svcs/Supplies	7,689,263	8,680,489	8,987,829	8,987,829	307,340
• Other Charges	66,000	75,150	0	0	(75,150)
• Fixed Assets	165,388	113,617	87,816	87,816	(25,801)
Total Expend	$13,795,283	$15,798,130	$16,669,648	$16,669,648	$ 871,518
• Intrafund Trans	(112,722)	(60,481)	(60,481)	(60,481)	0
TOTAL APPROP	$13,682,561	$15,737,649	$16,609,167	$16,609,167	$ 871,518
Earned Revenue By Source					
• Int & Rents	$ 88,505	$ 55,000	$ 10,000	$ 10,000	$ (45,000)
• Aid-Other Govt	9,632,560	10,630,202[1]	11,138,074	11,138,074	507,872
• Chrgs for Svcs	3,444,270	3,851,734	4,232,200	4,232,200	380,466
TOTAL REVENUE	$13,165,335	$14,536,936[1]	$15,380,274	$15,380,274	$ 843,338
NET COUNTY COST					
• Required Match	$ 517,226	$ 1,200,713[1]	$ 1,228,893	$ 1,228,893	$ 28,180
ALLOCATED POS	198.0	219.0	219.0	219.0	0.0
TEMPORARY (FTE)[2]	32.1	40.0	41.5	41.5	1.5
TOTAL STAFFING	230.1	259.0	260.5	260.5	1.5

[1] Excludes $210,158 in one-time 1985-86 revenues rebudgeted in the 1986-87 Final Budget due to receipt after June 30, 1986. By rebudgeting this prior year revenue, the Required County Match in the 1986-87 Final Budget was understated by $210,158 below the allowable minimum under the 90% State/10% County sharing formula for Mental Health programs. The amount shown above is the correct County match for 1986-87.

[2] Full-time equivalent.

MANDATE

Welfare and Institutions Code, Division 5, Section 5000 (Lanterman-Petris Short Act) and Section 5600 (Short-Doyle Act) mandate the existence of community mental health services and regulate those services. Counties have the flexibility to develop local mental health programs in response to local needs. Specific mandates require a 24-hour crisis response; the capacity to treat persons who are detained against their will because of mental illness; a Utilization Review/Quality Assurance program; the dedication of 25% of the budget to mental health services for children; the establishment and maintenance of a supplemental rate program for community care placement; the provision of services to homeless mentally ill persons; and other less specific mandates regarding affirmative action, equal employment opportunity, and equal access to service. Minimum service levels are not required by statute or regulation but many services are required to hold State licenses, thereby imposing requirements such as staffing and facility standards. A mandate exists requiring a local match for State funding: a 10% match is required for local programs, except acute hospital care and State hospital services, which require a 15% match. Some programs are exempted from the match requirement, such as the Conditional Release program. State funds are often mandated as to expenditure pattern--that is, legislation or budget control language requires that funds be spent in particular areas or programs. These funds thus are outside of local agencies' general freedom to determine methods of meeting local mental health needs.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PURPOSE

Mental Health Services provides Inpatient, Outpatient, Day Treatment, and psychiatric emergency services to persons with mental illness or related emotional problems; provides education, prevention, and community-based intervention services through contracts with private organizations; provides an extensive mental health community treatment program; provides Outpatient services in Stockton and Lodi; Day Treatment programs in Stockton for children, adults, and senior citizens; a 40-bed Psychiatric Health Facility in Stockton and an 18-bed Geropsychiatric program in Stockton operated by a contract provider; operates a Conservatorship Office; and a special rehabilitation program for the mentally ill. Mental Health Services also contracts for a 24-bed Regional Adolescent Treatment program serving San Joaquin and surrounding counties; operates a Conditional Release program for persons released from State hospitals after being committed for treatment of a mental illness associated with a crime; and an Employee Assistance program for San Joaquin County employees and dependents, as well as contracted services to community employers. Psychiatric services for inmates of San Joaquin County custody centers is provided as are services for mentally ill homeless persons.

WORKLOAD DATA

Workload is indicated by the caseload activity of the various Mental Health programs noted below:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Adult (Patient Days)					
Psychiatric Health Facility	11,169	12,354	14,289	14,419	14,600
Other State Hospitals	2,102	2,666	2,073	2,233	2,348
Post-Hospital	2,500	2,958	4,126	4,144	4,161
Sub-Acute	3,660	4,422	4,594	4,820	4,854
Geriatric (Patient Days)					
Community Inpatient (Crestwood)	5,558	5,584	6,361	6,312	6,312
Geriatric/Transitional Care Facility	600	913	585	545	545
Other State Hospitals	365	365	365	365	365
Children/Adolescents (Patient Days)					
Children's Placement	2,600	2,618	240	420	270
Regional Adolescent Program	7,446	7,985	8,113	8,113	8,322
State Hospital	1,095	467	1,023	854	854
Partial Day Programs (Patient Days)					
Day Treatment/Adults	5,275	6,083	6,275	8,000	8,400
Day Treatment/Geriatric	4,964	4,964	3,305	3,286	3,450
Day Treatment/Children	5,300	5,322	5,415	5,141	5,443
Mental Retardation	33,800	33,866	33,521	35,990	36,350
Rehabilitation/Job Placement	4,448	4,472	4,596	4,200	4,200
Outpatient (Visits)					
Adult Outpatient/Crisis	60,000	73,370	78,443	80,715	83,136
Lodi Clinic	2,900	3,512	4,058	4,261	4,474
Children's Services	4,300	4,313	4,837	5,321	5,980
Mobile Evaluation Team	2,300	2,908	2,696	2,966	3,927
Jail Services	4,700	4,750	4,854	5,390	5,424
Socialization Center	11,690	12,026	13,301	13,966	13,966

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Conservatorship (Hours of Service)					
Administration	1,080	6,240	2,120[1]	4,200	4,200
Investigation	4,950	4,950	5,501	5,501	5,501
Community Services (Hours)					
Outreach and Prevention Programs	84,659	89,065	63,104[2]	67,264	67,264
Early Intervention and Bilingual Program	12,100	14,958	10,336	11,376	11,376
Consultation Education and Information Services	5,690	5,860	4,943	4,943	4,943
Client Re-Entry Program	8,300	8,230	13,576	15,656	15,656
Services to Deaf & Blind	2,000	5,958	3,595	3,595	3,595

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[1] Accounting staff moved under Administration (Fiscal).
[2] Reduced part-time students used in program.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$665,129 increase (6,928,874 to $7,594,003)

- $482,625 - Normal salary adjustments including full-year funding of nine positions added in the 1986-87 budget and nine new positions approved during the current year.
- $26,944 - Increased Overtime to meet needs of increasing client populations.
- $105,021 - Increased Extra-Help budget primarily to meet workload increases and program expansions. Note: 1986-87 Extra-Help will exceed budget by $133,440.
- $34,000 - Reduced salary savings (from $434,000 to $400,000) based on current experience.
- $13,399 - Added one Extra-Help Contract position for the Homeless program.
- $3,130 - Increased Holiday Pay based on large population increases at Mental Health Inpatient Unit and Jail Medical program.

SERVICES & SUPPLIES
$307,340 increase ($8,680,489 to $8,987,829)

- $36,755 - Increased charges for new County phone system.
- $53,400 - Increased Equipment-Maintenance costs for Mental Health mainframe computer and software, software licenses, and new general ledger system hardware and software. Note: 1986-87 Estimated/Actual will exceed budget by $38,400.
- $27,000 - Increased Rents & Leases-Equipment for new general ledger system hardware, new microfiche medical records system, and a new copier for offices located in newly leased Professional Building.
- $43,514 - Increased Cost Allocation Plan (A-87) charges from the Auditor-Controller.
- ($23,373) - Net decrease in contracts with various community-based program providers. Includes deletion of Stockton Unified Delayed Development program ($38,550).
- $50,865 - Negotiated increases for independent contractor psychiatrists (from $1,285,335 to $1,336,200).
- $8,481 - Reinstated charges for Workers' Compensation from Auditor-Controller.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

SUMMARY OF MAJOR BUDGET CHANGES

- ($28,280) - Reduced Casualty Insurance allocation from Auditor-Controller.
- $46,026 - Additional lease/purchase cost on new Activity Center portable buildings (net of previous rental charge).
- $108,372 - Increased costs for Professional Building lease payments which are offset by tenant rent payments (see revenues).
- ($12,002) - Deleted rents resulting from program relocations.
- $14,000 - Increased Transportation & Travel and Motor Pool costs based on program expansions and client population growth in 1986-87.
- ($16,000) - Reduced Outside Services for Medical Officer on Duty contract and a Professional Services contract.

OTHER CHARGES

$75,150 decrease ($75,150 to zero)

- $75,150 - Deleted 15% County match costs for State Hospital patient-days charge. Charges are now offset against revenue disbursements from State.

FIXED ASSETS

$25,801 decrease ($113,617 to $87,816)

Major recommended items include:

- $47,845 - Modular office system furnishings for new wing of Mental Health Center plus other areas undergoing expansion/remodeling to accommodate Homeless program staff.
- $5,250 - Office chairs for new offices/work areas.
- $4,900 - Typewriters (7) to replace units beyond economical repair.
- $3,000 - Printer for new Pharmacy computer system.
- $2,600 - Classroom chairs (40) for replacements and new classrooms.
- $2,000 - 16mm projectors (2) to replace two units no longer repairable.

REVENUES

$633,180 increase ($14,747,094 to $15,380,274)

- $312,714 - Prior year allocation rolled forward for 1987-88 programs.
- $105,000 - Increase in Medi-Cal revenue.
- $ 67,707 - Increase in Medicare revenue.
- $134,000 - Rental revenue from newly leased Professional Building tenants.

NET COUNTY COST

$28,180 increase ($1,200,713[1] to $1,228,893)

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[1] Actual 1986-87 County match required under 90% State/10% County sharing formula for Mental Health programs. The Required Match was understated in the 1986-87 Final Budget by $210,158 due to the rebudgeting of prior year revenues.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Mental Health Services Budget for 1987-88 reflects an increase of $871,518 over the 1986-87 Approved budget. Salaries and Employee Benefits represent three-fourths of the increase. Included are full-year funding of positions added in the 1986-87 Budget and during the year which must be fully funded in 1987-88 in addition to normal salary adjustments. Other increases represent costs associated with the new lease of the Professional Building which are offset by tenant rental revenue. With the exception of a $28,100 increase in the Required County Match, all cost increases are offset by additional non-County revenue.

BUDGET UNIT: **401 MENTAL HEALTH SERVICES**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

SALARIES AND EMPLOYEE BENEFITS

Recommended Salaries and Employee Benefits are increased $665,129. Of this total, $284,096 represents full-year funding of nine positions added in the 1986-87 Budget and 13 additional positions approved during the fiscal year as new programs (Homeless and Conditional Release) became operational. Normal salary adjustments account for $249,000. To meet client needs and growing workloads in various programs which have been expanded over the past several years, Extra-Help has been increased $105,000. Salary savings have been reduced from $434,000 to $400,000 for an additional cost of $34,000.

No new positions are being recommended for the Mental Health Services Budget for 1987-88.

SERVICES AND SUPPLIES

Services and Supplies costs have increased by $307,340. Costs associated with the new Professional Building lease represent $108,372 of the increase. The Mental Retardation program's first year cost for new portable buildings is $60,000. Allocated costs from the Auditor-Controller have increased by $23,685. Reductions from 1986-87 levels include Homeless programs, down $68,393, and Conditional Release, down $33,673, both as a result of shifting program costs to salary accounts as the programs come on-line.

REVENUE

Revenue is expected to increase by $843,338 in 1987-88. Included are $312,714 in prior year allocations being rolled forward into the 1987-88 year; $105,000 in increased Medi-Cal revenue; and $67,707 in Medicare increases. New revenue of $134,000 represents tenant rent payments for office space in the Professional Building. It should be noted that 1986-87 Approved revenues have been reduced by $210,158 to reflect actual County match requirements. The actual increase from the 1986-87 Approved revenue estimate is $633,180 for 1987-88 rather than the $843,338 figure noted above.

PROGRAM CHANGES AND DEVELOPMENTS IN 1986-87

In 1986-87, a number of significant program changes took place in Mental Health Services, most notably in the area of services to the mentally ill homeless. Most services of the new Homeless Mentally Ill program are in place. Several mental health professionals are now working on the streets with homeless mentally ill people. A number of contract programs are in operation though the Crisis Evaluation Center, which will be a pivotal part of the Homeless program. The Crisis Center is expected to open in mid-year.

Expenditures on the Homeless program in 1986-87 are projected to exceed $600,000. A breakdown of these Estimated/Actual costs for the current fiscal year is shown below:

Homeless Program Area	1986-87 Estimated/ Actual Cost
1) Mental Health Center (remodeling to accommodate Homeless Mentally Ill program)	$190,000
2) Outreach & Case Management	89,000
3) Life Support (including vouchers for meals and crises housing)	50,000
4) Community Contracts (including drop-in programs in Stockton, Lodi, and Tracy)	20,000
5) St. Mary's Dining Room	24,000
6) Stockton Metro Ministry (for studies on the homeless population)	12,000
7) Support to various housing programs (including a special residential program for mentally ill persons, including those who may be homeless)	40,000

BUDGET UNIT: **401 MENTAL HEALTH SERVICES**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Homeless Program Area	1986-87 Estimated/ Actual Cost
8) Fixed Assets (including vans and a communications system)	$ 77,000
9) Interim support services (until various programs such as the Homeless shelter, Crisis Evaluation Center, etc. come on-line)	102,321
1986-87 Total	$604,321

Staff at Mental Health Services have been working closely with the proposed Stockton Homeless Shelter project and the new St. Mary's Dining Room in the areas of program and facility coordination. Mental Health Services also funded and received this year a study on the extent of homelessness in San Joaquin County, with special emphasis on the mental health aspects of the problem. The study was presented to the Board of Supervisors and has been useful in the overall design of the Homeless program. Staff also developed and submitted an application for Federal funding for the project which resulted in a grant of $73,673.

Also completed this year was the renovation of the newly leased Professional Building adjacent to the Mental Health Center. Programs located in this facility are directed primarily at serving senior citizens. Tenants include most of the Department of Aging programs, including Senior Employment programs, Adult Protective Services, In-Home Supportive Services (IHSS), Linkages, and the Multipurpose-Senior Service Program (MSSP). Also present in the building are Mental Health senior activities including the Mobile Evaluation Team, Geropsychiatric Case Management, and the Conservatorship Investigation and Financial Management programs. The Board and Care Training Project is also located there, as are Senior Service Agency programs including an Adult Day Care program and Adult Day Health Care program operated in conjunction with the San Joaquin County Department of Health Care Services. San Joaquin County Drug Services operates a counseling program in the building, and the fourth floor is devoted exclusively to activities of the San Joaquin County Council for the Spanish-Speaking (Concilio). The San Joaquin Local Health District provides some services from this site.

This leased facility will generate approximately $182,000 annually in rents which, over the five-year term of the lease, will allow the County to pay the State lease payments and recover its costs for exterior painting, interior refurbishing, and necessary maintenance and utilities.

The Conditional Release program continues to grow and is now considered a stable part of the Mental Health continuum of services.

The first impact was felt in Children's Services from Assembly Bills 3632 and 818, which mandate the delivery of mental health care to severely emotionally disturbed children. This new mandate to counties was not appropriately funded by the State. San Joaquin County is coping with this underfunding problem to the extent possible, but the future of the program is in jeopardy unless significant changes in the State's attitude toward funding this mandate are forthcoming.

San Joaquin County applied to be a pilot county for an ongoing project for negotiated net contracting for mental health programs. This would shift the funding relationship between the County and State from a cost reimbursement to a contract basis. San Joaquin County was notified late in the fiscal year of selection for this program. Contract negotiations should commence around July 1, 1987 for an agreement for the 1987-88 fiscal year.

Mental Health computer enhancements occurred in several key areas during 1986-87. A new patient accounting system provides automated billing capability as well as a comprehensive data tracking system which allows the County to meet State reporting requirements. The installation of a new automated general ledger system will provide significantly improved program and cost accounting capabilities.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Negotiations recently commenced for the delivery of psychiatric services to the new women's prison near Stockton which will be opening soon.

Mental Health Services has been successful in attracting outside contracts for the Employee Assistance Program. The program was developed initially for County employees and family members. The City of Stockton has now contracted for these services for its employees. Contracts have also been signed with the Women's Center of San Joaquin County, United Cerebral Palsy, Sumiden Wire Company, and most recently, General Mills in Lodi. General Mills' involvement is limited to drug and alcohol services only, but the others are full-service employee assistance activities. The total income to the Program from non-County sources is projected at $42,500 in 1987-88 and should grow as contracts with additional outside organizations are signed.

Mental Health services provided at custody sites were improved with the addition of more psychiatric time in the main jail and the addition of a licensed Clinical Social Worker to the Juvenile Detention Facility. For a detailed discussion of the various services provided by the Department of Health Care Services to the County Jail, see the Sheriff-Custody Budget No. 226 in the Law and Justice section.

1987-88 PROGRAMS

For 1987-88, the Mental Health emphasis will be on maintaining the broad scope of mental health programs within the fiscal constraints of limited additional State funding. No cost-of-living adjustment (COLA) or equity funding adjustments are expected. This zero sum budget is contrasted with last year when San Joaquin County received a 1% COLA and nearly $600,000 in equity funding adjustments. Because of funding restrictions, efforts will be made to consolidate services initiated in previous years, including those serving the homeless and persons in board-and-care homes.

In the area of services to the homeless, it is anticipated that the Stockton Shelter for the Homeless will be completed in the 1987-88 fiscal year and that Mental Health Services will continue to play an important support role in this program. Mental Health also will continue its involvement with the St. Mary's Dining Room project (located adjacent to the Shelter) and will assist in development of activities serving homeless persons in the south County area, particularly Tracy, where community-based programs for the homeless are under development. Total Mental Health expenditures in excess of $600,000 are planned for 1987-88 to support the various elements of the Homeless program. Included in this amount are an estimated $200,000 in roll-over funds from the current year. These figures will be refined in the Final Budget.

A $250,000-plus remodeling project within the Mental Health Center will be underway in 1987-88. Most of this remodeling (approximately $190,000) is necessary to accommodate the Homeless program, which has been under development for the past two years.

Emphasis will be on revamping the Children's Services program to meet additional requirements to serve children referred through the school system pursuant to AB 3632. Administrative emphasis will also be placed on both Children's and Geropsychiatric programs to study management alternatives to the current approach and to assure that these programs operate as effectively and efficiently as possible.

Mental Health Services will continue to emphasize development of services to chronically mentally ill young adults. In the last fiscal year, an additional Mental Health apartment building came on-line providing more than 40 additional apartments to the 31 already available. A Residential Long-Term Care Facility for chronically mentally ill young adults is still under development. Preferred site alternatives are on the Mental Health grounds or at a site immediately adjacent. Legislation is expected to move through the Legislature to deed adjacent property to the County to serve as a site for both a Senior Health and Wellness Center and the Residential Long-Term Care Facility for the mentally ill.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

A major effort in 1987-88 will concentrate on developing the necessary data to permit negotiations with the State for a Negotiated Net Amount Contract. These contracts are permitted upon invitation from the State Department of Mental Health to selected counties pursuant to SB 900. This bill permits counties to receive "lump sum" grants from the State to operate their entire mental health programs. Programmatic savings may be retained by the counties for other worthwhile mental health purposes. San Joaquin County will participate in this program for 1987-88.

CONTRACT PROGRAMS

San Joaquin County Mental Health Services contracts with 29 separate program providers for various services. Some of these organizations have multiple program elements though most provide only one type of service to the County. The 29 contracts can be grouped into four general categories: 1) outreach and prevention, 2) mental health treatment, 3) mental health rehabilitation, and 4) special programs.

Because of severe funding restrictions from the State Department of Mental Health, no contract increases are being recommended for the 1987-88 fiscal year. The small increases which appear for most contractors represent full-year funding of increases granted in 1986-87 for nine months of the year. Increases or decreases beyond this level are explained in the following section. Prior to the Final Budget, there may be some exceptions resulting from mandates; the general intent, however, is to maintain the contract programs at current funding levels in 1987-88.

Contract Program Summary by Major Category

Category	Total Approved 1986-87 Funding	Total Proposed 1987-88 Funding	Increase/ Decrease
Outreach/Prevention	$ 843,164	$ 853,308	$ 10,144
Mental Health Treatment Programs	2,195,819	2,245,696	49,877
Mental Health Rehabilitation	794,877	791,823	(3,054)
Mental Health Special Programs	1,370,574	1,290,234	(80,340)
	$5,204,434	$5,181,061	$ (23,373)

A brief overview of each category and program provider follows:

OUTREACH/PREVENTION

Each of these five contract agencies provides basic services in the area of mental health prevention and/or outreach and in general focus their services on school-age youngsters and families. The specific program elements are as follows:

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
Center for Positive Prevention Alternatives (Eastside Opportunity House) operates in East Stockton. This contract agency serves children and families in East Stockton and includes a component serving the Indo-Chinese population on a Citywide basis.	$113,619	$114,984	$ 1,365
The Council for the Spanish-Speaking provides a variety of services primarily aimed at Spanish-speaking young people.	98,305	99,480	1,175

BUDGET UNIT: **401 MENTAL HEALTH SERVICES**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
Gemini serves the southeast Stockton area with special emphasis on services to the aging, children and youth, and families. This program has a multi-cultural focus but provides especially sensitive services to the black community of Stockton.	$161,589	$163,536	$1,947
Rising Sun was a multi-service youth agency in Tracy. Rising Sun's services were assumed by Valley Community Counseling Services in 1986-87.	122,458	0	(122,458)
Valley Community Counseling Services provides services in Lodi, Manteca, Tracy, Escalon, and Stockton primarily aimed at school-age youngsters. In 1986-87 Valley began providing services in Tracy previously provided by Rising Sun. Valley also operated a spousal abuse counseling program for seven months under a special agreement. This resulted in a $16,668 augmentation. This program may be continued next year; a decision is pending.	347,193	475,308	128,115
Total Outreach/Prevention Programs	$843,164	$853,308	$ 10,144

MENTAL HEALTH TREATMENT PROGRAMS

These programs provide core psychiatric treatment services for mentally ill citizens of the County:

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
Crestwood Manor of Stockton provides the County's comprehensive geriatric inpatient and day treatment programs. County-operated geriatric case management services previously provided at the site were moved in 1986-87 to the Professional Building adjacent to the Mental Health Center. The funding reduction represents the contract amount previously allocated to space rental for these programs.	$781,088	$769,624	$ (11,464)
Crestwood of Modesto provides treatment services for mentally ill young adults who require long-term treatment in an augmented program. This program was expanded in the 1986-87 year.	$ 77,887	$109,200	$ 31,313

BUDGET UNIT: **401 MENTAL HEALTH SERVICES**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
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PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
The Crisis Services Group contract is the basic 24-hour first contact for all mental health clients both in the Mental Health Center and on a mobile crisis basis throughout the County.	$ 327,821	$ 335,700	$ 7,879
The Children's Day Treatment Program is operated by the Children's Home of Stockton, and serves severely mentally ill youngsters on a day treatment basis. These youngsters all reside in their own homes.	314,674	328,464	13,790
The Victor Regional Adolescent Treatment Program serves the counties of Sacramento, Stanislaus, Merced, and San Joaquin through the provision of services for 24 seriously mentally ill adolescents on a residential basis.	694,349	702,708	8,359
Total Treatment Programs	$2,195,819	$2,245,696	$ 49,877

MENTAL HEALTH REHABILITATION

The mental health rehabilitation contract grouping includes four contract agencies. In general, this category provides services for people with mental illness who have passed the acute stage of their illness and are ready to move toward re-entry into the community, residential services, and/or the job market.

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
The Goodwill Industries Program is a job training and rehabilitation program operated in conjunction with the overall Goodwill Program in Stockton.	$ 81,130	$ 81,924	$ 794
The Satellite Apartment provides 29 apartments to mentally ill adults. The program is operated in conjunction with a HUD Grant and provides important services to mental health clients with a minimal impact on the mental health budget. A portion of this agreement was transferred to the University of the Pacific in mid 1986-87.	16,347	14,400	(1,947)

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
The Human Services Project operates three residential treatment facilities for the County. These are the Grant Street House which is a post-hospital facility serving clients leaving the	$296,049	$299,619	$ 3,570
acute psychiatric unit; Willow House which is a long term rehabilitation facility for mentally ill adults;	207,193	193,944	(13,249)
and The Mayfair Apartments, a 47-unit apartment facility providing both transitional and permanent living for mentally ill clients. The Mayfair project began services on January 1, 1987 and the 1987-88 budget reflects full-year funding. The Willow House cost is down in 1987-88 as one-time remodeling expenses in 1986-87 will not recur.	0	49,524[1]	49,524[1]
The University of the Pacific operates two programs. The first is a Community Re-Entry program including a model apartment and training program for mentally ill persons so they can enter into independent living in the community. The second	91,234	97,776	6,542
is the Eden Park Drop-in Center which serves mentally ill adults in Stockton and the surrounding area who need a place to go during the day for recreation and social development.	102,924	104,160	1,236
Total Rehabilitation Programs	$794,877	$791,823	$ (3,054)

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[1] Memo only - included in Homeless program budget.

SPECIAL PROGRAMS

The 13 programs in this category (most of which are contracted) do not fit one of the above three groupings. Included in this category are Children's and Adult Placement programs, although these are not actual contracts.

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
Catholic Charities operates a kindergarten through 3rd grade early intervention program for youngsters in 28 schools in the County. The purpose of this program is to identify and provide services to at-risk children before their emotional difficulties become so serious that they require treatment in a more intensive setting.	$162,908	$164,868	$ 1,960

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
The Stockton Center for the Blind provides services to blind individuals in the County who are manifesting emotional difficulties as a result of, or related to, their blindness.	$ 19,073	$ 19,296	$ 223
The NorCal Center for the Deaf provides a deaf outreach program aimed at the deaf community in Stockton. This is an early intervention program aimed at minimizing emotional difficulties related to deafness.	20,891	21,132	241
The Family Service Agency operates a bilingual family counseling program using bilingual, bicultural counselors conversant with Hispanic cultures.	128,285	129,828	1,543
The Stockton Unified School District operates a delayed development program, one portion of which has been funded by Mental Health Services. This program is recommended for defunding for 1987-88 because it no longer serves a core target group appropriate for a mental health agency. Stockton Unified may propose programmatic revisions to focus on severely emotionally disturbed children. Should this occur, consideration will be given to additional contractual services.	38,558	0	(38,558)
Health Care Evaluation is a medically based evaluation group which reviews all admissions to the County's acute psychiatric units to determine appropriateness of care and to make recommendations on utilization. This element is mandated by State regulations.	50,000	50,000	0
Children's Placement is not a contract with a specific agency, but rather a budgetary grouping which funds the cost of children requiring residential placement. This allocation is reduced based upon current experience and projections for 1987-88.	48,000	28,000	(20,000)
Adult Placement funds are used to place adults in residential board-and-care facilities.	113,700	113,000	(700)

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
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RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

	1986-87 Approved	1987-88 Proposed Funding	Increase/ Decrease
The Long-Term Care Residential Program for chronically mentally ill adults will house the most severely impaired and chronically mentally disabled persons. This is a population with a history of multiple placement failures in board-and-care homes. Legislation has been introduced to provide a site for this facility adjacent to the Mental Health Center. Program development will continue in 1987-88.	$ 75,000	$154,126	$ 79,126
The Homeless Program will contain approximately seven elements providing shelter, food, and mental health treatment to residents of San Joaquin County. Costs within Services and Supplies appear to be reduced as some expenses were shifted into salary accounts.	385,971	317,578	(68,393)
The Supplemental Rate Program began in 1986-87. The program is designed to provide funding augmentation to board-and-care operators for managing difficult mentally ill persons. Program development has been slow because operators are having difficulty in meeting insurance requirements. This issue may be resolved in the coming year.	264,515	262,406	(2,109)
The Conditional Release Program, established under Section 5709.8 of the Welfare and Institutions Code, is a community system providing treatment and supervision services to judicially committed patients. The goal of this program is to ensure greater public protection in California communities via a standardized system of effective supervision and treatment of judicially committed persons placed on outpatient status by courts. The program progressed satisfactorily during 1986-87, its first full year of operation. The apparent decrease results from 1987-88 costs being distributed throughout the salary and service accounts.	63,673	30,000	(33,673)
Total Special Programs	$1,370,574	$1,290,234	$(80,340)
TOTAL CONTRACT PROGRAMS	$5,204,434	$5,181,061	$(23,373)

As noted earlier, no overall funding increase is recommended for contract programs in 1987-88 because the entire Mental Health program will be forced to operate on a basic State allocation which remains unchanged from the current level.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

ROLLOVER OF 1987-88 FUNDS

The 1985 Legislature authorized counties to "roll over" unexpended Mental Health funds, beginning with the 1985-86 fiscal year, subject to Department of Mental Health approval. The 1986 carryover level is estimated at approximately $300,000. These funds will be held by the Auditor-Controller in a restricted trust account pending Board of Supervisors' and State Department of Mental Health approval of an expenditure plan later in the year.

SUMMARY

The Mental Health Services budget appropriation is recommended at $16,609,167 for the 1987-88 fiscal year. This is an increase of $871,518 over 1986-87, with virtually all increased costs covered by revenue from non-State and non-County sources. Following two years of rapid program growth funded primarily by significant increases from the State, no new programs are recommended for 1987-88. The emphasis will be on maintaining programs at the expanded 1986-87 level. The required County match for 1987-88 is estimated at $1,228,893, an increase of $28,180 from the 1986-87 required match. The increase is attributed to mandatory State hospital cost increases and new match requirements on certain programs. The County share may be reduced slightly in the Final Budget depending on the outcome of contract negotiations with the State.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To expand the Activity Center program to permit admission of 24 additional mentally retarded adult clients; to replace an existing two-classroom portable building and to add two more classrooms, for a total of four new classrooms either in site-built or relocatable buildings.	1. Expanded the Mental Retardation Activity Center and admitted an additional 24 mentally retarded clients. A new four-room classroom building is in the final design phase and expected to go to bid prior to July 1, 1987. In addition, a major drainage and parking lot project has been designed and is also expected to go to bid prior to July 1, 1987. These two improvements will be completed in 1987-88.
2. To complete development of a comprehensive program for the homeless mentally ill, with emphasis on outreach programs in downtown Stockton; a Crisis Evaluation Unit at the Mental Health Center at 1212 North California Street in Stockton; a series of contract programs throughout the County; a comprehensive study on the needs of the homeless in the County; and an aggressive case management and residential service program for the homeless.	2. Completed the comprehensive program design for the Homeless Mentally Ill program. Most services are now in place. A Mental Health Crisis Evaluation Center at the Mental Health Center is the subject of a major remodeling project which should start around July 1, and be completed within 90 to 120 days. Staff has also worked closely with both the Stockton Shelter and St. Mary's Dining Room in facility development and grant application support and, through contract, has completed a study on the homeless mentally ill in San Joaquin County.
3. To remodel the Mental Health Center to provide additional space for a Crisis Evaluation Center for the homeless; to expand the Crisis Clinic; and to expand office space in inpatient, day treatment, and administration areas.	3. Completed design phase of the Mental Health Center remodeling project. Bid should be awarded by June 30, 1987. The project is expected to be completed and space occupied by December 1987.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
4. To develop a long-range plan for Mental Health Services, including capital development projects, with special emphasis on obtaining the Professional Building at the corner of Magnolia and California Streets as an expansion site for Mental Health activities and related County and non-profit Human Services activities.	4. Leased the Professional Building from the State, and completed major refurbishing. The building is now fully occupied with various Mental Health and other County programs. The objective has not been fully achieved as a long-range plan for mental health service expansion, including capital development projects, which has not been completed.
5. To develop a comprehensive children's program in cooperation with local school districts if existing State mandates remain unchanged; to expand children's services in key areas such as residential services for children and adolescents and day treatment services for adolescents.	5. Partially achieved this objective as negotiations with local school districts regarding State mandates for serving children have been concluded. Mental Health Services and the schools have not been able to agree on a Memorandum of Understanding because of County concerns around fiscal liability. However, in spite of the lack of a written agreement, essential services are being delivered.
6. To continue expansion of the Employee Assistance Program (EAP) to dependents of County employees and extend EAP services to community employers on a fee basis.	6. Expanded and marketed the Employee Assistance Program outside the County employee arena. The program, OPTIONS, is now serving all City of Stockton employees and their families as well as employees of United Cerebral Palsy, Sumiden Wire Corporation, and the Women's Center of San Joaquin County. Additional program expansion is anticipated in coming months.
7. To continue efforts to develop a long-term care facility which will serve 24 to 32 chronically mentally ill young adults.	7. Continued efforts to develop the long-term care facility. Assemblyman Patrick Johnston introduced legislation in 1987 to help obtain a site for the facility, which is expected to become a reality within several years.
8. To continue efforts to develop a Senior Health and Wellness Center which will provide a comprehensive array of health and prevention services.	8. Continued efforts to develop this project. It is expected to move forward and that a Senior Health and Wellness Center will be developed adjacent to the Mental Health Center within several years.

1987-88 OBJECTIVES

1. To accept the State's invitation to enter into negotiations to develop a Negotiated Net Amount Contract (pursuant to SB 900), thus allowing the County to gain greater control over programming, budgeting, and cost accounting processes for the Community Mental Health Program.

BUDGET UNIT: 401 MENTAL HEALTH SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1987-88 OBJECTIVES

2. To complete both the development and the deployment of the remaining elements of the Homeless program and have them be fully operational in the 1987-88 fiscal year.

3. To develop a comprehensive staffing and spending plan for meeting State and Federal requirements for services to severely emotionally disturbed children as mandated by AB 3632.

4. To develop a staffing, physical plant, and financing program for expanding acute inpatient care in San Joaquin County.

5. To study and refine, as appropriate, the sex abuse treatment program proposal developed in fiscal year 1986-87. To determine the feasibility of program implementation and a timetable to achieve same.

6. To study alternatives to the present organizational structure of the Mental Health programs, with particular emphasis on the administration of services to children and services to geropsychiatric clients.

7. To continue development of a residential facility for chronically mentally ill adults. To study the special problems of this mental health target group, with special reference to vocational training opportunities and potentials, and substance abuse problems. This study will include the development of a work plan to address these issues, including staffing requirements, financing, and program elements.

8. To continue efforts to develop a Senior Health and Wellness Center which will provide a comprehensive array of health (including mental health) and preventative services for senior citizens.

9. To continue the expansion and marketing of the Employee Assistance Program (OPTIONS) to community employers on a fee-for-services basis.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 402 DRUG ABUSE
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 805,712	$ 957,829	$ 1,103,022	$ 1,103,022	$145,193
• Svcs/Supplies	200,679	191,769	248,138	248,138	56,369
• Fixed Assets	12,857	2,910	3,000	3,000	90
Total Expend	$ 1,019,248	$ 1,152,508	$ 1,354,160	$ 1,354,160	$201,652
• Intrafund Trans	0	($48,316)	($43,907)	($43,907)	4,409
TOTAL APPROP	$ 1,019,248	$ 1,104,192	$ 1,310,253	$ 1,310,253	$206,061
Earned Revenue By Source					
• Aid-Other Govt	$ 699,827	$ 526,832[1]	$ 582,566	$ 582,566	$ 55,734
• Charges for Svcs	502,582	540,993	696,367	696,367	155,374
TOTAL REVENUE	$ 1,202,409	$ 1,067,825[1]	$ 1,278,933	$ 1,278,933	$211,108
NET COUNTY COST					
• County Match	$ (183,161)	$ 36,367[1]	$ 31,320	$ 31,320	$ (5,047)
ALLOCATED POSITIONS	12.0	16.0	17.0	17.0	1.0
TEMPORARY (FTE)[2]	19.5	22.4	27.4	27.4	5.0
TOTAL STAFFING	31.5	38.4	44.4	44.4	6.0

[1] Excludes $8,809 in one-time 1985-86 Revenues re-budgeted in the 1986-87 Final Budget due to receipt after June 30, 1986. By re-budgeting this prior year revenue, the Required County Match in the 1986-87 Final Budget was understated by $8,809 below the minimum allowable under the 90% State/10% County sharing formula for Drug programs. The amount shown above is the correct County Match for 1986-87.

[2] Full-time equivalent.

MANDATE

Drug Program Services are State-funded in a categorical block grant to San Joaquin County. An annual plan is developed setting the County priorities for drug treatment and prevention services for the use of these block grant funds. The County is mandated to expend these categorical drug funds according to locally established needs in accordance with the provisions of the Health and Safety Code, Part 3, Division of Drug Programs. There are no State mandates that dictate how the drug funds must be spent other than to address local needs for drug treatment and prevention. However, there are State regulations setting forth operational mandates for licensure and program service. Additionally, Health and Safety Code, Part 3, Section 11987.4 mandates the county to provide a 10% match to State funds, and the Federal block grant legislation mandates 20% of the grant must be spent in drug prevention activities. Additionally, 5% of the Federal funds, statewide, must be spent for new or expanded services for women.

PURPOSE

The San Joaquin County Drug Program, Treatment, and Prevention Services are administered as a unit of the Mental Health, Alcohol, and Drug Programs, a division of the Department of Health Care Services. This program administers County-operated activities. Administrative and program support is provided through the Mental Health Services program.

BUDGET UNIT: 402 DRUG ABUSE
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PURPOSE

Drug Program Services operates five treatment programs for individuals misusing and abusing drugs: Methadone Maintenance, Heroine Detoxification, Outpatient Drug-Free, the Women's Program, and Youth Drug Program. Additionally, San Joaquin County Drug Program Services operates a prevention and education unit, Youth Drug Services, as a response to mounting public concern regarding drug abuse among youth. The Drug Program staff also provides support to the County Advisory Committee on Drug Programs.

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Units of Service					
Heroin Detox	8,431	8,708	11,000	12,000	14,000
Methadone Maintenance[1]	48,274	51,972	35,650	36,000	36,000
Drug Free	5,022	5,288	8,000	8,000	8,000
Women's Program	11,490	11,573	9,100	9,100	9,000
Youth Prevention[2]	2,156	3,857	4,000	4,000	4,000
Youth Intervention[3]	0	0	226	1,000	1,000

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[1] Methadone Maintenance changed from individual units (Medication, Individual, and Group) to one inclusive global unit beginning in 1985-86.

[2] Hours of professional service.

[3] Youth Intervention program began in 1985-86.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$145,193 increase ($957,829 to $1,103,022).

• $54,415	Normal salary adjustments for non-contract program staff.
• $47,493	Increased Extra-Help (part-time Counselors, Lab Tech) due to program growth.
• $16,815	First-year cost of recommended Clerk-Typist II position for Women's and Heroin Detox programs.
• $20,996	Normal salary adjustments for contract Substance Abuse Counselors.
• $17,574	First year cost of one additional contract Substance Abuse Counselor to meet program expansion in the Women's and Heroin Detox programs.
• ($12,100)	Increased salary savings.

SERVICES & SUPPLIES
$56,369 increase ($191,769 to $248,138).

• $5,424	Increased charges for new County telephone system.
• $10,000	Increased Laboratory testing costs to meet State regulations.
• $30,888	Rental charges for relocating Chemical Dependency Counseling Program to new offices at 510 Magnolia Street.
• $7,690	Increased rent for expanded Youth Drug Clinic facilities.

FIXED ASSETS
$90 increase ($2,910 to $3,000).
Recommended items:

• $500	Desk for Chemical Dependency program.
• $750	Refrigerator for Methadone Maintenance Clinic.
• $750	Electric typewriter to replace a unit beyond economical repair.
• $1,000	Commercial grade vacuum cleaner for Detox unit.

INTRAFUND TRANSFERS

$4,409 Decrease ($48,316 to $43,907)

($4,409)	- Reduced staffing charges due to filling of two Substance Abuse Counselor positions at the "A" step.

REVENUES

$211,108 increase ($1,067,825 to $1,278,933)

$15,000	- Increased pay-patient revenues due to rate adjustments and higher number of clients.
$90,860	- Increased Medi-Cal revenues due to 1) higher number of Medi-Cal clients and 2) an outpatient program becoming Medi-Cal eligible.
$92,354	- Increased Federal Drug Abuse block grant (Omnibus Bill).
$49,514	- Added new revenue from Drug Youth Program Conviction fees.
($34,735)	- Reduced State Drug Program revenues due to "purchase" of additional Medi-Cal revenues which require no County match. This results in a $5,047 reduction in Net County Cost from the 1986-87 level.
($10,694)	- Reduced Federal Drug Abuse funding per Governor's Proposed Budget.

NET COUNTY COST

$5,047 decrease ($36,367 to $31,320).

PROGRAM DISCUSSION OF 1987-88 BUDGET

In 1987-88, several changes are planned for the Drug Abuse programs. The Women's Project will be licensed as a separate program, qualifying for Drug Medi-Cal, and increased to a licensed capacity of 100. The target population of treating pregnant women addicted to drugs continues to be the highest priority. Heroin detox will gradually expand from 50 to 100 clients. Medi-Cal reimbursement and client fees will cover additional costs attributed to the expansion.

Also in 1987-88, the Students in Prevention (SIP) program will be conducting a pilot project in four high schools. Each school will have two teams of peer educators, one consisting of sophomores and one of juniors. This concept will allow one team to provide services for two years, instead of one, allowing for one experienced team and one new team each year. If this approach proves successful, in 1988-89 all schools will have two teams. Additionally, the Partners in Prevention Program is expanding due to increased community awareness and requests for assistance. Additional revenue for these efforts is provided by new legislation, SB 920 and SB 921, which assess penalty enhancements on all drunk driving and drug convictions.

During the past year, the Heroin Detoxification Program was expanded to 50 clients, with an average of 44 clients in treatment at any given time. The Methadone Maintenance Program, together with the Women's Project, averaged over 200 clients in treatment during the year.

The Youth Substance Abuse Program continues to be located on Pershing Avenue in Stockton. Services have been expanded, especially in the area of adolescent intervention and community organization through the Partners in Prevention (PIP) Program.

The drug-free program, Chemical Dependency Counseling Center, moved during 1986-87 to the Professional Building on the Stockton Developmental Center grounds. The program continues to treat drug abusers, predominantly those referred by the courts.

The first phase of a feasibility study on the development of a Chemical Dependency Hospital has begun. This facility would be associated with San Joaquin General Hospital for the treatment of persons with both drug and alcohol dependencies. Follow-up aspects of the feasibility study may take place in 1987-88, with program development planned for the latter part of the fiscal year.

BUDGET UNIT: 402 DRUG ABUSE
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Legislation has been introduced to name San Joaquin County as a pilot county for a negotiated contractual program for both drug and alcohol programs. This approach would supplant the existing cost reimbursement method and has potential for easing a number of the constraints associated with the current funding arrangement with the State.

Program funding for 1987-88 dictates a basic maintenance of effort. No cost-of-living adjustments are included in the 1987-88 State allocations proposed by the Governor. It is anticipated that Federal revenue will increase by $80,000 to $100,000 due to the new Federal Drug Omnibus Bill. However, this Federal increase can only be used to address specific target groups, such as adolescents, special populations, and the homeless. These funds cannot be used to supplement the lack of State funding to help meet overall program needs. As in previous years, a reversal of this trend is necessary to prevent a reduction in client services within the near future.

The recommended Net County Cost of the Drug Services Program has decreased $5,047, from $36,367 to $31,320.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
Drug Treatment Programs:	
1. To continue to provide a wide range of Drug Abuse programs including services for hard-drug users through both Methadone Detoxification and Methadone Maintenance; programs for persons with moderate or mild drug problems through the use of the PC 1000 and Drug-Free Diversion Programs; and a variety of prevention programs aimed at young people and others who are at-risk for drug abuse, but who do not actually have drug problems.	1. Maintained the current level of services directed to individuals with a primary drug abuse problem. Additionally, expanded services in the area of prevention and youth services. A community symposium was held in April, and the County Conducted Red Ribbon drug prevention week.
2. To integrate drug awareness and information training to high school-age youngsters who are involved in the Students in Prevention Program, a broad-based substance abuse prevention activity aimed at high school and middle school-aged youngsters.	2. Added an intensive drug pharmacology course to the training of SIP students. The training was extended from six weeks to eight weeks.
3. To review and update currently existing K-12 drug education information curriculum, and teach same at high schools and public schools throughout the County.	3. Updated and reprinted the K-12 curriculum. Provided training to teachers and distributed the updated curriculum to schools.
4. To provide a Partners in Prevention Program through coordination with existing similar activities in Alcohol Services. The emphasis will be on addressing issues of drug abuse among young people through community organization and development activities.	4. Expanded the Partners in Prevention Program, like the SIP Program, to include alcohol and other drugs.

BUDGET UNIT: 402 DRUG ABUSE
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
5. To evaluate the possibility of either developing or expanding current programs to reach out to cocaine users, particularly those who are employed and/or students, and otherwise not in the typical drug-user cultural lifestyle.	5. Started a special cocaine support group in the Chemical Dependency Counseling Center. Additionally, started a cocaine anonymous (CA) group which meets at San Joaquin General Hospital.
6. To work with elected and other public officials to develop a clearer and more precise understanding of the impact of drug abuse and use in our society, with special emphasis on prevention and intervention efforts for younger persons.	6. Presented to the Board of Supervisors an unmet needs report emphasizing the need for expanded services for drug abusers. Speaking engagements and coordination of media events with local and State officials enhanced this effort.
7. To coordinate with San Joaquin General Hospital and other medical providers in the community-organized intervention efforts designed to intervene with high risk mothers and babies with regard to drug addiction and drug use problems.	7. Added a full-time LVN to coordinate the pregnant substance abuser cases. Special emphasis placed on coordination with the jail, ER, and OB/GYN departments to provide a caring, cooperative effort in addressing this difficult population.

1987-88 OBJECTIVES

1. To continue to provide a wide range of drug abuse programs including services for hard-drug users through both Methadone Detoxification and Methadone Maintenance; programs for persons with moderate or mild drug problems through the use of the PC 1000 and Drug-Free Diversion Programs; and a variety of prevention programs aimed at young people and others who are at-risk for drug abuse, but who do not actually have drug problems.

2. To expand the Students in Prevention Program to two SIP peer educator groups in four high schools as a pilot program.

3. To continue to provide training to school teachers on the K-12 alcohol and drug education curriculum.

4. To continue to provide a Partners in Prevention component on drug abuse, emphasizing youth.

5. To continue to support cocaine specific support group activities.

6. To continue to work with elected and other public officials to develop a clearer and more precise understanding of the impact of drug abuse and use in our society with special emphasis on prevention and intervention efforts with younger persons.

7. To continue to coordinate with San Joaquin General Hospital and other medical providers in the community around organized intervention with high-risk mothers and babies with regard to drug addiction and drug use problems.

8. To complete the first phase of the feasibility study on a Chemical Dependency Hospital and determine if additional phases are indicated.

9. To continue to follow the development of a negotiated net amount contracting option for alcohol and drug programs, and begin negotiations with the State if selected as a pilot County.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **404 ALCOHOLISM SERVICES**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,638,570	$ 1,745,963	$ 1,965,259	$ 1,965,259	$219,296
• Svcs/Supplies	690,477	759,511	708,662	708,662	(50,849)
• Fixed Assets	7,000	6,010	6,010	6,010	0
Total Expend	$ 2,336,047	$ 2,511,484	$ 2,679,931	$ 2,679,931	$168,447
• Intrafund Trans	(128,660)	(137,587)	(172,443)	(172,443)	(34,856)
TOTAL APPROP	$ 2,207,387	$ 2,373,897[1]	$ 2,507,488	$ 2,507,488	$133,591
Earned Revenue By Source					
• Fines & Forfeit	$ 283,000	$ 289,610	$ 248,369	$ 248,369	$(41,241)
• Aid-Other Govt	938,864	989,551	988,848	988,848	(703)
• Charges for Svcs	611,621	714,503	884,464	884,464	169,961
TOTAL REVENUE	$ 1,833,485	$ 1,993,664	$ 2,121,681	$ 2,121,681	$128,017
NET COUNTY COST					
• Required Match	$ 74,069	$ 75,460[1]	$ 75,460	$ 75,460	$ 0
• Discretionary	299,833	304,773	310,347	310,347	5,574
TOTAL NCC	$ 373,902	$ 380,233	$ 385,807	$ 385,807	$ 5,574
ALLOCATED POSITIONS	12.0	12.0	12.0	12.0	0.0
TEMPORARY (FTE)[2]	53.0	59.4	67.5	67.5	8.1
TOTAL STAFFING	65.0	71.4	79.5	79.5	8.1

[1] Adjustments in 1986-87 Final Budget overstated Required County Match by $199. The actual Match requirement shown above reduces total Net County Cost by $199 from the Approved amount.

[2] Full-time equivalent.

MANDATE

Alcoholism treatment services are not mandated by State or Federal law. Once the County decides to operate the various services, State regulations control the operation of the program. State and Federal funds are utilized for the operation of alcoholism programs and require certain levels of fiscal and program management. Various funds are restricted to specific usage. Division 10.5, Section 11840 of the Health and Safety Code requires a 10% County match on all State alcohol funds allocated to the County. Although a minimum service level is not required for any program category, Division 10.5, Sections 11810.5, 11810.6, and 11811 of the Health and Safety Code mandate a local planning process, whereby program areas to be funded are identified.

PURPOSE

Provides a wide range of alcohol treatment prevention and outreach activities to residents of San Joaquin County. Includes special services designed to educate and inform the community about the problems associated with alcohol use and services available for the treatment of alcoholism. Operates several residential treatment programs. Provides information and referral, evaluation, education, and counseling services for citizens in the community. Provides Youth Treatment Services including group, family, and individual counseling for youths between the ages of 12 and 18. Operates drinking driver programs throughout the County serving both first and second offender drunk drivers.

BUDGET UNIT:	**404 ALCOHOLISM SERVICES**
DEPARTMENT:	**HEALTH CARE SERVICES**
FUNCTION:	**HEALTH SERVICES**
RESPONSIBLE MANAGER:	**MICHAEL N. SMITH**

WORKLOAD DATA

The key workload indicators are found in the prevention and treatment programs noted below:

	-------Actual--------			Est./ Act.	Proj.
Prevention Activities	83-84	84-85	85-86	86-87	87-88
Student Education					
Schools contacted	76	88	92	108	125
Students contacted	10,463	9,618	9,728	14,616	15,000
Public Education					
Organizations contacted	61	48	60	1,055	900
Individuals contacted	10,300	9,940	1,632	10,797	10,000
Treatment Services					
Recovery House					
Number of admissions	389	403	396	504	520
Number of client days	21,947	22,187	21,055	26,712	28,600
Residential Treatment Center					
Number of admissions	338	371	296	373	375
Number of client days	6,387	7,095	6,331	6,714	7,833
Residential Treatment/Detox					
Number of admissions	593	583	518	612	650
Number of client days	2,127	1,688	1,459	1,775	1,885
Starting Point					
Number of admissions	2,275	2,246	2,197	2,250	2,250
Number of client days	6,505	6,318	6,188	6,300	6,300
Youth Enrichment Services					
Number of admissions	61	98	110	276	350
Number of individual visits	161	68	59	300	500
Number of group visits	231	96	61	516	650
Alcohol Recovery Center					
Number of admissions	219	171	112	219	200
Number of individual visits	757	613	268	144	150
Number of group visits	1,502	1,206	1,127	1,284	1,200
Drinking Driver Program					
Number of admissions	594	655	623	816	800
Number of group visits	38,016	41,920	39,872	39,168	38,400
First Offender Program					
Number of admissions	1,200	1,146	1,014	1,056	1,100
Habitual Offender Program					
Number of admissions	---	---	78	90	100
Honor Farm Reception Center					
Number of admissions	10,706	11,952	12,129	12,708	12,500

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

$219,296 increase ($1,745,963 to $1,965,259)

- $50,035 - Normal salary adjustments for non-contract program staff.
- $58,500 - Increased Extra-Help (from $159,489 to $217,989) to meet program growth (includes SIP expansion). Note: This increase is $7,946 below 1986-87 Estimated/Actual of $225,935.
- $93,960 - Added three full-time contract Substance Abuse Counselors (two for Youth Program Prevention Activities, one for homeless outreach) plus additional staff hours equal to .2 FTE to meet program growth. Also includes normal salary adjustments for 43 contract Substance Abuse Counselors and 5 Substance Abuse Directors.
- $15,000 - Reduced salary savings from $35,000 to $20,000 based on current experience.

SERVICES & SUPPLIES

$50,849 decrease ($759,511 to $708,662)

- $6,636 - Alcoholism program share of upgraded copy machine rentals.
- ($93,057) - Deleted costs related to Outside Services-Vocational Rehabilitation program. These costs are actually incurred at the Federal/State program level.
- $7,452 - Food to serve increased client populations.
- $7,168 - Increased rental costs for expanded Youth Program.
- $23,892 - Annual lease/purchase cost for 2 new modules for Recovery House.
- $4,457 - Negotiated rental increases for Outpatient program facilities.

INTRAFUND TRANSFERS

$34,856 increase ($137,587 to $172,443)

- ($10,838) - Increased charges to Sheriff's budget for cost of operating Honor Farm program (based on projected inmate populations).
- ($24,018) - Cost of additional counselor position charged to Homeless program.

REVENUES

$128,017 increase ($1,993,664 to $2,121,681)

- $92,354 - New Federal Block Grant (Omnibus Bill) for general support of Alcohol program.
- $17,532 - Increase in rates and number of clients in all drinking driving programs.
- ($12,835) - Delete SSI revenues (no longer available to counties).
- ($16,742) - Reduced revenues from pay patients based on current experience and unrealistically high revenue estimates in 1986-87. Note: 1987-88 revenue estimate exceeds 1986-87 Estimated/Actual by $35,079.
- ($13,946) - Reduced Federal Alcohol (Hughes) funding per Governor's Proposed Budget.
- ($93,057) - Deleted Federal Vocational Rehabilitation revenue (and corresponding appropriation). Funds do not pass through County.
- $189,006 - New revenues generated from drunk driving fees (based on projected convictions for Youth Prevention/Education Program (SB 920).
- ($41,241) - Reduced revenue from drunk driving (Statham) fines based on projected convictions and balance available in Statham fines trust account.

NET COUNTY COST

$5,574 increase ($380,233 to $385,807)

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Alcoholism Service Budget is supported by five primary sources of revenue: fees for service, State and Federal program revenues, fines from drunk driving convictions, mandated County matching funds, and local discretionary funds for specific programs.

In 1987-88, the total funding available from these sources is projected to be $2,507,488, an increase of $133,591 from the 1986-87 level. A summary of each of the funding sources follows.

Fees for Service

Recommended program fees from Pay Patients and Insurance for 1987-88 are $23,742 below the 1986-87 Approved estimates (from $239,200 to $215,458). The 1986-87 estimate was unrealistically high, and 1987-88 has been adjusted accordingly. Revenues from the SSI account are reduced $12,835 as the State has decided to retain these funds rather than pass them through to the counties. A new revenue account is expected to add $189,006 to support youth alcohol program activities. These revenues are generated by a $50 add-on assessment to drunk driving convictions.

State and Federal Revenue

State revenues are unchanged from the 1986-87 level. The State Administration and Legislature provided no cost-of-living adjustments or additional allocations for State-supported alcohol programs for the 1987-88 year. Federal revenues include a $92,354 increase through a Federal Block Grant Program for general support of alcohol programs. The impact of this increase is partially offset by a loss of $13,946 in Federal Alcohol Funds (Hughes Act) per the Governor's Budget.

Federal Vocational Rehabilitation costs and revenues have been deleted from this year's budget. For some time, this has been shown in the budget as an "in and out" item. Actual County cost for the program is now reflected in this budget. The program itself will continue to operate for the benefit of clients in both drug and alcohol areas.

Fines from Drunk Driving Convictions

State Law requires counties to place $50 for each drunk driving conviction in a trust account to be used to fund alcohol programs for drunk drivers. Based on conviction trends and available fund balances in the Statham Fines trust fund, revenue from this account is projected at $248,369, a decrease of $41,241 from the current year. This reduction is primarily due to a reduced level of available funds within the trust account based on the 1986-87 draw down.

County Matching Funds

The required County match of $75,460 for 1987-88 remains unchanged from 1986-87. The recommended discretionary match for the support of the Starting Point Program will increase $5,574 for a total Net County Cost in Alcohol Services of $385,807, an increase of $5,574 over the current amount.

Local Discretionary Funds

In adopting the County Budget in 1983-84, the Board of Supervisors established a policy of providing discretionary funding for some Alcohol Services programs in recognition that these services are directly associated with reduced admissions to the County Jail. Since that time, General Fund appropriations have supported the Starting Point and the Honor Farm Reception Center Programs.

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

The following chart summarizes the total General Fund commitment to the Alcoholism Services Budget:

	Actual 85-86	Budget 86-87	Recommended 87-88	Increase/ (Decrease)
Required Match	$ 74,069	$ 75,460	$ 75,460	$ 0
Starting Point	299,833	304,773	310,347	5,574
Honor Farm	129,630	137,587	172,443	34,856
Total	$503,532	$517,820	$558,250	$ 40,430

Although a total of $558,250 of local discretionary matching funds is recommended to support the Alcoholism Services Budget, only 13% of this total is budgeted for traditional alcohol programs and represents required funds to match State contributions. The remaining 87% is more appropriately categorized as funds in support of Law and Justice programs. The Starting Point and Honor Farm programs are budgeted at $482,790. Both divert individuals from the County Jail System. Without these programs, overcrowding problems in the Jail would be compounded. For additional information on Health Care Services provided to the County Jail, see the Sheriff-Custody Budget No. 226.

Starting Point is located at 701 E. Park Street in Stockton. The program is a Social Model Detoxification Program serving up to 20 men needing detoxification from acute alcoholism. This program also serves as an intake center for persons requiring residential treatment. The recommended appropriation of $310,347 for 1987-88 is an increase of 1.8% over the 1986-87 Approved level.

The Honor Farm Program is a 30-bed reception center at the Jail Complex and is operated under contract with the Sheriff's Department. The main goals of the Reception Center are to 1) provide humane treatment of the public inebriate without the necessity of arrest and, 2) to reduce bookings at the Men's Jail. The Reception Center serves as a referral point to either a detox treatment facility or to independent living. This program is budgeted at $172,443 for 1987-88, a $34,856 (25.3%) increase above the 1986-87 Approved level. This increase is necessary to provide appropriate levels of extra-help staffing on a 24-hour basis to cope with program growth. It should be pointed out that $24,018 of the $172,443 total cost of the Honor Farm Reception Center program is borne by the Mental Health 90% State/10% County budget unit. The remaining $148,425 is charged to the Sheriff-Custody Budget No. 226 as a General Fund cost.

1986-87 Program Activities

Youth Services continued to be a high priority program in 1986-87. The Partners In Prevention program expanded to several areas of the County, particularly Lodi and Manteca. This program emphasizes the bringing together of parents and school-age youngsters in a combined effort to intervene in alcohol use and abuse. Special emphasis is placed on those activities which are most compromising for young people, such as drinking while driving.

The Residential Treatment Center expanded its marketing efforts by appealing to a broader segment of the community. The program has been structured to provide a family program and an extensive aftercare component.

The Recovery House increased the capacity of the Women's project by 20 beds through the addition of two new modules, underwritten in part by Federal funds. The number of beds for men has also been increased. Recovery House's positive image has created a typical list of 65 persons waiting for admission.

During the past year, Alcohol Program staff has worked closely with the Sheriff's Department in a continuing analysis of Alcohol support programs within custody sites. Special emphasis has been placed upon diversion programs for the public inebriate. The alcohol program has also worked closely with the Employee Assistance Program to make the range of County-operated alcoholism services available not only to County employees and their dependents, but also to other persons in the community.

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

1987-88 Alcohol Programs

The recommended 1987-88 appropriation of $2,507,488 will serve to maintain a variety of treatment and prevention programs while allowing for selected expansion in specific areas. Youth activities will continue to be a high priority area with specific funding earmarked for prevention and education activities. The Partners in Prevention program will continue its expansion into all areas of the County. The Students in Prevention program will be emphasized as it has been for seven years by increasing the number of student workers by one-third. This program is now in every high school in the County. Educational presentations by staff will continue to expand to meet community needs.

The Residential Treatment Center will continue to be a featured effort of the Alcoholism program to reach out to the broader community. The program will be re-oriented to a chemical dependency model as provided for in current State health licensing law. This shift will make the program eligible for a broader range of insurance programs, thus making services available to many more people in the community.

Women's programs will continue to be emphasized through both direct County operations and a recently established affiliation with the Women's Center of San Joaquin County. New ways to reduce the extensive waiting lists will be explored.

Emphasis will continue to be placed on a family counseling component in both the Recovery House and Residential Treatment Center. This service may also be extended to the network of Outpatient Services.

Public inebriate services are a major concern of the Department of Health Care Services. In Fiscal Year 1987-88, Alcohol Services anticipates the opening of a new Reception Center at the Honor Farm. This replacement facility will continue to divert public inebriate bookings from the Men's jail. While the new Center will not add capacity to the program, it should provide for a more efficient and effective method of dealing with these individuals. This project was funded under the County Public Improvement Budget (No. 148) at a total cost of approximately $130,000. Alcohol Services operates several programs that focus on the public inebriate. Efforts will be made to either expand or to network these programs closely with projected new services aimed at the homeless including those who are alcoholic and/or mentally ill.

The first phase of a feasibility study on development of a chemical dependency hospital has begun. This facility will be associated with San Joaquin General Hospital and will treat persons with drug and/or alcohol dependencies. Follow-up aspects of the feasibility study may take place in 1987-88 with program development planned for the latter part of the fiscal year.

Legislation has been introduced which would permit San Joaquin County to be a pilot county for a negotiated contractual program for both drug and alcohol programs. This approach would supplant the existing cost reimbursement arrangement between the County and the State. The negotiated contract approach is seen as less cumbersome than the cost reimbursement method and has the potential for easing a number of the constraints associated with the current funding mechanism.

Alcohol program operations during the coming year will be affected by the outcome of several major issues. The first is the continued financing of alcohol programs. The governor's preliminary 1987-88 budget contains no cost of living adjustments nor increased allocations for local alcohol treatment programs. Unless this is rectified by the legislature, the result will be a decrease in net available State funds in the range of 5%. The new Federal funding available through the Drug Omnibus Bill of 1986, estimated at $92,000, helps reduce the effect of no increase from the State. Though the programs may remain intact, without increased levels of State and Federal aid, the ultimate result will be a reduction of services.

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

PROGRAM DISCUSSION OF 1987-88 BUDGET

Recommended Fixed Assets remain at the current $6,010 level for the replacement purchase of three washers and three dryers, a 16mm projector, file cabinets, and office furniture.

The Net County Cost for Alcohol programs has increased by $5,574.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
Alcohol Treatment Programs:	
1. The alcohol programs will continue to divert over 12,000 admissions from the County Jail.	1. Diverted over 12,708 admissions from the County Jail.
2. Continued emphasis will be placed on the Students in Prevention project and a greater awareness and education of alcohol and drug problems for the community as a whole.	2. Reached over 25,403 individuals and 108 sixth, seventh, and eighth grade classes through the Students in Prevention project.
3. Establishment of a special Women's program at the Recovery House facility.	3. Admitted 86 women to the Special Women's program at Recovery House. A total of 18 completed the program.
4. The establishment of five family support groups throughout the County to help families deal with alcohol related problems.	4. Started five Partners in Prevention groups in the County, with many families and communities initiating additional local projects to deal with alcohol-related problems.
5. The establishment of a half-time family therapist position for alcohol programs.	5. Initiated family counseling in both residential programs with 75 individual family members being counseled by a half-time family therapist.
6. To continue high usage by the community of the residential programs with a continued increase in the occupancy percentage.	6. Maintained the high occupancy rate of all residential programs, with 90% occupancy level and a 65 person waiting list at Recovery House.
7. To increase program revenue from fees and insurance by 10%.	7. Estimated/Actual Insurance and Pay Patient revenues increased by $55,249 over 1985-86 actual, but fell short of 1986-87 budget by $39,530 due to 1) delays in start-up of automated billing system, and 2) unrealistically high budget estimates for 1986-87.
	8. Admitted over 877 persons to the two Residential Recovery programs for alcohol treatment, with 62% completing a program.
	9. Achieved a 40% referral and admission rate to follow-up treatment programs for the Starting Point (Men's Detox) program.
	10. Admitted over 1,960 persons to the Drinking Driver programs, a 10.5% increase over 1985-86.

BUDGET UNIT: 404 ALCOHOLISM SERVICES
DEPARTMENT: HEALTH CARE SERVICES
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: MICHAEL N. SMITH

1987-88 OBJECTIVES

1. To continue to divert over 12,200 admissions from the County Jail.
2. To expand the Students in Prevention project to all high schools in San Joaquin County and to continue students' awareness of and education on alcohol and drug problems throughout the community.
3. To emphasize Partners in Prevention support groups throughout the County to help families deal with alcohol-related programs. To establish four additional support groups in 1987-88.
4. To emphasize the family component for both residential programs, with over 200 families involved in program counseling.
5. To maintain high usage levels in the residential programs, with a continued increase in the occupancy percentage above the current 90% rate.
6. To increase program revenue from Pay Patients and Insurance by 7.9% over 1986-87.
7. To maintain high usage rates in the outpatient program by court-referred drunk drivers, with a program completion rate of over 50%.
8. To complete the first phase of the feasibility study on the chemical dependency hospital and determine if additional phases are indicated.
9. To continue to follow the development of a negotiated net amount contracting option for alcohol and drug programs and begin negotiations with the State if selected to do so.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 408 UTILITY DISTRICTS
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 340,398	$ 358,082	$ 442,312	$ 442,312	$ 84,230
• Svcs/Supplies	43,330	52,189	102,946	102,946	50,757
• Fixed Assets	4,247	3,000	0	0	(3,000)
Total Expend	$ 387,975	$ 413,271	$ 545,258	$ 545,258	$131,987
• Intrafund Trans	(29,398)	(30,000)	(30,000)	(30,000)	0
TOTAL APPROP	$ 358,577	$ 383,271	$ 515,258	$ 515,258	$131,987
Earned Revenue By Source					
• Charges for Svcs	$ 330,973	$ 383,271	$ 515,258	$ 515,258	$131,987
TOTAL REVENUE	$ 330,973	$ 383,271	$ 515,258	$ 515,258	$131,987
NET COUNTY COST					
• Support	$ 27,604*	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	10	10	13	13	3

*All expenditures are offset by revenues. However, because charges for services are billed monthly in arrears, actual revenues may not match actual expenditures for the same period.

MANDATE

Although the establishment of Special Districts is not mandated, the authority to do so is Section 5829 et seq. of the Streets and Highways Code for Maintenance Districts and Section 25210.10 et seq. of the Government Code for County Service Areas.

PURPOSE

As a division of the Department of Public Works, to operate and maintain the various utilities provided for the Special Districts under the control of the Board of Supervisors.

WORKLOAD DATA

On a seven-day per week, 24-hour per day basis, the Utility Districts Division of the Department of Public Works operates and maintains the following:

The Division office, lab, shop, and yard complex which serves 13 County Service Areas, 26 Maintenance Districts, the Southern Water System, and the San Joaquin General Hospital Sewage Lift Station, including:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Water					
Water Systems	N/A**	24	24	25	26
Wells and Appurtenances	N/A	51	51	54	59
Service Connections	N/A	4,539	4,539	4,705	4,869
Main Water Lines (Miles)	N/A	50	50	54	56

**Not available for this period.

BUDGET UNIT: 408 UTILITY DISTRICTS
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

WORKLOAD DATA

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Sewer					
Sewage Treatment Plants	N/A	3	3	3	3
Sewage Collection Systems	N/A	8	8	8	8
Service Connections	N/A	5,851	5,851	5,939	5,939
Main Sewer Lines (Miles)	N/A	62	62	62	62
Sewage Pumping Stations	N/A	7	7	7	7
Drainage					
Storm Drain Pump Stations	N/A	47	49	50	53
Storm Drain Pumps	N/A	76	80	82	89

Along with the routine maintenance and operation of above listed facilities and equipment, the Division responded to:

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Sewer					
Sewer Complaints	N/A	N/A	513	564	500
Sewer Stops Cleared	N/A	N/A	321	322	300
Sewer Risers Repaired	N/A	N/A	29	18	30
Feet of Sewer Line Cleared on "Hot Spot"* Maintenance Schedule	N/A	N/A	6,015	6,810	25,000
Water					
Water Complaints	N/A	N/A	213	278	300
Water Leaks Repaired	N/A	N/A	25	42	40
Water Quality Calls	N/A	N/A	136	130	130

*Known problem areas that are serviced on a regular basis.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$84,230 increase ($358,082 to $442,312)

- $69,828 - Increase for three additional Utility Worker positions, funded for 10 months (see Program Discussion).
- $14,002 - Normal salary adjustments.

SERVICES & SUPPLIES

$50,757 increase ($52,189 to $102,946)

- $40,000 - Increase in Professional Services to fund full-time engineering services to be provided by Public Works staff (see Program Discussion).
- $2,118 - Increase in Workers' Compensation Insurance.
- ($3,190) - Decrease in Casualty Insurance.
- $10,000 - Increase in County Counsel services.

FIXED ASSETS

$3,000 decrease ($3,000 to zero)

- ($3,000) - No fixed assets requested.

REVENUES

$131,987 increase ($383,271 to $515,258)

- $120,487 - All costs are offset by user fees.

BUDGET UNIT: **408 UTILITY DISTRICTS**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Services provided are necessary for the health and welfare of those served. Water production and supply and waste water treatment must meet standards adopted by local, State and Federal regulatory agencies. Sewer and water services are provided to the equivalent of a city of over 18,000 population. While such a city would normally cover an area of five square miles and be serviced by 10 or less wells, the Utility Districts must maintain 59 wells spread out in an area of over 1,000 square miles.

This budget unit provides the salaries, supplies, and equipment for the functions of this Division. All costs are fully reimbursed by the Special Districts and County departments receiving the services.

The Intrafund Transfers object reflects reimbursements from County departments for services provided to them by the Utility Districts, with the exception that reimbursements from Enterprise and Internal Service Funds are reported as revenues. Included in this object is the reimbursement from Government Buildings for the operation and maintenance for the Hospital Sewer Interceptor and Lift Station, and the charges to Public Works for servicing and operating various County storm drainage pumping plants.

Estimated source of funding for 1987-88 is as follows:

By Function

Water Supply and Distribution	$226,054
Sanitary Sewer Service	256,879
Storm Drainage	30,825
Street Lighting	1,500
Total	$515,258

By Source

Maintenance Districts	$348,122
County Service Areas	115,128
Lighting Districts	5,000
Road Fund	5,768
Government Buildings	18,975
Southern Water System	22,265
Total	$515,258

Continued urban-type development in the unincorporated areas requires that additional resources be allocated to the Utility Districts Division. The level of service provided should be equivalent to that which would be provided in a small city which requires additional staff due to long distances which must be traveled to the remote work sites.

The Utility Districts Division has been allocated 10 positions since Fiscal Year 1982-83. During the past five years, there has been an increase in the number of Districts, facilities, and properties served. The current staffing allocation does not allow the Division adequate staff time to meet the minimum level of service required. This is illustrated by the following chart:

BUDGET UNIT: 408 UTILITY DISTRICTS
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Weekly Employee Hour Requirements

Administration	40 hours
Field Supervision	40 hours
Lab/Office	40 hours
Shop Work	20 hours
Routine Maintenance (59 wells)	59 hours
Water Distribution Systems - Routine Maintenance	40 hours
Water Service Repair (avg. 1 per week)	16 hours
Water Quality Sampling	3 hours
Miscellaneous Water Service Calls	4 hours
Routine Maintenance (3 Sewer Treatment Plants)	36 hours
Routine Maintenance (7 Sewer Pump Stations)	36 hours
Routine Sewer Line Clearing	80 hours
Sewer Service Repairs (avg. 1 per week)	16 hours
Sewer Stoppages (avg. 7 per week)	28 hours
Miscellaneous Service Calls	8 hours
Routine Maintenance (82 Storm Drain Pumps)	24 hours
Weekend Operator (1 man Saturdays and Sundays)	16 hours
Evening Shift (weekdays)	40 hours
Total Weekly Requirement	546 hours

546 hours - 40 hours per employee = 13.65 employees required

During Fiscal Year 1987-88, the Lathrop Acres Maintenance District and Eagle Park County Service Area sewer treatment and collection facilities will be removed from the County's maintenance responsibility upon completion of the Lathrop/Manteca Sewer Project. This will result in a workload reduction of 24 hours per week (.60 positions).

The Proposed Budget recommends the addition of three Utility District Maintenance Worker positions; this would increase total staff to 13 positions. The first year's funding for these three additional positions would amount to $69,828, including benefits.

These positions would allow for an improved level of service but would still not establish a Preventative Maintenance Program. A Preventative Maintenance Program would require additional personnel allocations and equipment resources. Such a program could include:

1. Flushing all sewer lines every other year and problem lines on a 1, 3, 6 and 12-month schedule - 2 positions/1 flush truck.

2. Inspect, repair, and paint all sewer, water and storm drain pumps and appurtenances biannually - 1 position/1 utility truck.

3. Flush water systems monthly, inspect fire hydrants monthly, paint fire hydrants annually, exercise valves annually - 2 positions/1 utility truck/1 pickup.

   Total: 5 positions/4 vehicles

The preliminary estimated annual cost of a Preventative Maintenance Program is $250,000 annually, with an initial capital expenditure for equipment of $50,000. During 1987-88, a detailed proposed Preventative Maintenance Program will be developed and resource requirements accurately identified for future budget considerations.

BUDGET UNIT: 408 UTILITY DISTRICTS
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

Commencing in 1987-88, full-time engineering services will be provided to the Utility Districts. Existing systems will be evaluated for reliability, conformance to State and Federal mandates, and capacity. This will allow for quicker review and approval of Development Plans adjacent to existing Special Districts. Evaluations will be made which may lead to the interconnection and combining of adjacent Special Districts to provide more reliable and efficient service. General engineering services performed by Public Works engineering staff will be billed to the Utility Districts' budget as Professional and Specialized Services, and this cost in turn distributed to all the Special Districts. Specific project design costs will be billed directly to the benefiting district. For 1987-88, these engineering costs are budgeted at $40,000.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To increase rodding and flushing programs in the sewage collections systems. Goal is to double the footage cleaned during 1985-86 to approximately 25,000 feet.	1. Objective to double the rodding and flushing program to approximately 25,000 feet was not met due to lack of personnel. Approximately 6,810 feet of sewer line was rodded and flushed.
2. To develop computer programs for operations and maintenance of various systems and facilities operated by the Division.	2. Began development of computer program for maintenance and operation of various systems and facilities operated by the Division.
3. To implement and maintain cross-connect control program for the Southern Water System and the Thornton Water System.	3. Began implementation of cross-connect control programs for the Souther Water System and the Thornton Water System. The Airport portion of the Southern Water System has been completed.
4. To complete modifications to the Lincoln Village Water System.	4. Completed scheduled modifications to Lincoln Village Water System. This included installation of 12 water sampling stations; looping western end of system for improved flow and water quality; and installation of new chlorination equipment at all wells.
5. To complete modifications to the Souther Water System.	5. Began scheduled modification to the Southern Water System. Completed work to date includes looping Honor Farm end of system to improve water flow to Hospital/Jail Complex.

1987-88 OBJECTIVES

1. To increase rodding and flushing programs in the sewage collection systems to approximately 25,000 feet.
2. To continue development of computer programs for maintenance and operation of various systems and facilities operated by the Division.

BUDGET UNIT: **408 UTILITY DISTRICTS**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 OBJECTIVES

3. To complete cross-connect control and metering programs on the Southern Water System and Thornton Water System.

4. To evaluate 20 sewer and water systems for reliability and capacity.

5. To implement routine flushing programs on water systems to improve water quality.

6. To develop iron and manganese control in Lincoln Village Water System and the Southern Water System.

7. To develop a proposed Preventative Maintenance Program and identify resources required.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **478 EMERGENCY HEALTH CARE**
DEPARTMENT: **EMERGENCY HEALTH CARE**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Operating Trans	$ 0	$ 300,000	$ 0	$ 0	$(300,000)
TOTAL APPROP	$ 0	$ 300,000	$ 0	$ 0	$(300,000)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 0	$ 300,000	$ 0	$ 0	$(300,000)
TOTAL STAFFING	0	0	0	0	0

MANDATE

This program is not mandated. Once a county has chosen to develop an emergency medical services system, Section 1797 et seq. of the California Health and Safety Code provides standards and guidelines for the operation of these systems.

PURPOSE

Conducts training and certification of paramedic and emergency nursing personnel, develops EMS Countywide plans for disaster response, emergency transportation, medical communications, and emergency medical care.

TRANSFER OF EMS PROGRAM TO HOSPITAL ENTERPRISE FUND BUDGET

Effective July 1, 1987, the cost of operating the EMS program will be borne by San Joaquin General Hospital. This will result in a General Fund savings in discretionary spending of $300,000 annually. This change reflects the Hospital's sound financial position under the competitive operating philosophy adopted by the Board of Supervisors.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the proposed transfer of the EMS program from the General Fund to the Hospital Enterprise Fund for 1987-88.

BUDGET UNIT: **494 HOSPITAL CARE CONTRIBUTION**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$5,113,471	$ 0	$ 0	$ 0	$ 0
• Operating Trans	0	5,315,453	5,501,494	5,501,494	186,041
TOTAL APPROP	$5,113,471	$ 5,315,453	$ 5,501,494	$ 5,501,494	$ 186,041
Earned Revenue By Source					
• Aid-Other Govt	$3,375,497	$ 3,538,854	$ 3,662,714	$ 3,662,714	$ 123,860
TOTAL REVENUE	$3,375,497	$ 3,538,854	$ 3,662,714	$ 3,662,714	$ 123,860
NET COUNTY COST					
• Required Match	$1,737,974	$ 1,776,599	$ 1,838,780	$ 1,838,780	$ 62,181
TOTAL STAFFING	0	0	0	0	0

MANDATE

In 1979-80, the State instituted a health services block grant for counties under AB 8. The amount allocated to each county results from a two-part formula which includes both an amount based on population and a general grant based upon prior health care costs. Each county, in order to secure the general grant portion, must provide local matching funds.

PURPOSE

Provides the General Fund contribution to the Hospital Enterprise Fund.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OPERATING TRANSFERS OUT
$186,041 increase ($5,315,453 to $5,501,494)
$186,041 net increase over 1986-87 AB 8 funding levels.

- $123,860 - 3.5% increase in State AB 8 support for hospital programs per Governor's Proposed Budget.
- $62,181 - 3.5% increase in required County AB 8 matching support for hospital programs.

REVENUES
$123,860 increase ($3,538,854 to $3,662,714)

- $123,860 - 3.5% increase in State AB 8 funding to hospital programs based on Governor's Proposed Budget.

NET COUNTY COST
$62,181 increase ($1,776,599 to $1,838,780)

BUDGET UNIT: **494 HOSPITAL CARE CONTRIBUTION**
DEPARTMENT: **HEALTH CARE SERVICES**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **MICHAEL N. SMITH**

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Proposed Budget recommendation reflects a total contribution to the San Joaquin General Hospital Enterprise Fund of $5,501,494. The cost to the General Fund of this contribution is partially offset by State AB 8 County Health Services revenues of $3,662,714. This revenue estimate is predicated on the Governor's Proposed State Budget for 1987-88.

The required County match (50.2%) for 1987-88 is $1,838,780, an increase of $62,181 over the current match requirement.

CONCURRENCE

Mr. Michael N. Smith, Director of Health Care Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

Solid Waste Fund: Enterprise	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
EXPENSES					
• Sal/Benefits	$ 909,679	$ 1,002,943	$ 1,304,285	$ 1,304,285	$ 301,342
• Svcs/Supplies	1,272,334	1,635,775	1,963,589	1,963,589	327,814
• Other Charges	529,850	774,186	974,631	974,631	200,445
• Fixed Assets	208,350	310,450	196,164	196,164	(114,286)
TOTAL EXPENSES	$ 2,920,213	$ 3,723,354	$ 4,438,669	$ 4,438,669	$ 715,315
REVENUE					
• Int & Rents	$ 152,234	$ 116,183	$ 129,900	$ 129,900	$ 13,717
• Chgs for Svcs	2,726,316	3,479,015	4,462,189	4,462,189	983,174
• Fund Balance*	(390,477)	128,156	(153,420)	(153,420)	(281,576)
TOTAL REVENUE	$ 2,488,073	$ 3,723,354	$ 4,438,669	$ 4,438,669	$ 715,315
NET COUNTY COST					
• Discretionary	$ 432,140	$ 0	$ 0	$ 0	$ 0
ALLOCATED POS	12.0	34.0	38.0	38.0	4.0
TEMPORARY (FTE)**	22.7	1.0	1.0	1.0	0.0
TOTAL STAFFING	34.7	35.0	39.0	39.0	4.0

*It should be noted that the 1985-86 Fund Balance represents the funding required (or subtracted) to balance Revenue against Expenses for the purpose of this summary.
**Full-time equivalent.

MANDATE

Section 66700 of the California Government Code requires countywide solid waste planning. Various State statutes establish a standard for refuse collection and disposal.

PURPOSE

To administer the County's Solid Waste Management Program, including long-range planning, new disposal site acquisition and development, refuse collection franchise management, and operation of the County's solid waste transfer and disposal facilities, in accordance with local, State, and Federal regulations.

WORKLOAD DATA

The Solid Waste Enterprise Fund was created in January 1975, when the County assumed operation of the Harney Lane Landfill from the City of Lodi. Since that time, the County's total solid waste program has been budgeted in this Fund. To date, the program includes the following major responsibilities as a division of the Department of Public Works:

- Operation of the Harney Lane Landfill.
- Operation of the Lovelace Transfer Station, including the transfer to the Foothill Landfill.
- Contract administration for the use of the Foothill and Corral Hollow Landfills.

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

WORKLOAD DATA

- Collection of gate fees and franchise fees.
- Administration of the County's Solid Waste Management Plan.
- Acquisition, engineering, and development of refuse disposal sites.
- Coordination with the public and other governmental agencies.
- Contract administration for franchised and licensed collectors.
- Preparation of quantitative data, studies, and reports.
- Service and administration of accounts receivable and accounts payable associated with the County's Solid Waste Management activities.
- Monitoring of open and closed landfill sites pursuant to State and Federal regulations.

The activities of the operation of the Harney Lane Landfill and the Lovelace Transfer Station may be summarized as follows:

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Cubic Yards Received Harney Lane Landfill	452,262	476,789	541,157	615,000	650,000
Cubic Yards Received Lovelace Transfer Station	715,687	759,172	720,523	596,400	605,435
Number of Loads Transferred to Foothill Landfill	9,636	10,533	10,253	9,232	9,644

The projected increase of refuse disposed in 1987-88 at Harney Lane is attributable to the steady increase in population, and commercial and industrial waste in the North County Area. Estimated/Actual waste quantities for 1986-87 decreased at Lovelace Transfer Station when gate fees were established in March 1986. Also, some prior users of Lovelace Transfer Station have started taking waste to the Harney Lane Landfill.

SUMMARY OF MAJOR BUDGET CHANGES

The Solid Waste Enterprise Fund budget is divided into five functions, each with its own sub-budget. These are: Administration, Harney Lane Landfill, Lovelace Transfer Station, Foothill Landfill, and Corral Hollow Landfill. As noted in the "Expenses by Function" detail (Exhibit "A"), the "Administration" charges are prorated to the four operating sub-budgets. This proration is based on a percentage of total expenditures, as follows:

Harney Lane	35.80%
Lovelace	38.75%
Foothill	21.62%
Corral Hollow	3.83%
Total	100.00%

EXPENSES

The following are highlights of the major budget changes in "Expenses" (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts, as detailed in Exhibit "A" (Expenses by Function) and in Exhibit "B" (Expenses by Line Item), found at the end of this budget narrative.

SALARIES & EMPLOYEE BENEFITS
$301,342 increase ($1,002,943 to $1,304,285)
Administration
$26,293 increase ($223,882 to $250,175)
- $24,793 - Normal salary adjustments.

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

Harney Lane Landfill

$125,796 increase ($246,141 to $371,937)

- $73,115 - Normal salary adjustments.
- $23,452 - Increase due to switch of four contract positions to Civil Service effective July 1, 1987. The $23,452 reflects the increase in salaries over the contractual cost.
- ($3,153) - Decrease in Extra-Help as the result of reallocating a part-time position to full-time during 1986-87, thus eliminating the need for Extra-Help in 1987-88.
- $42,240 - Increase due to the request for two additional Equipment Operators II in 1987-88.
- $12,142 - Increase due to reallocation of a part-time position to full-time during 1986-87.

(For more details regarding Harney Lane staffing, see Program Discussion.)

Lovelace Transfer Station

$149,253 increase ($532,920 to $682,173)

- $38,407 - Normal salary adjustments.
- $122,275 - Switch of 18 contract positions to Civil Service effective July 1, 1987. The $122,275 reflects the increase in salaries over the contractual cost.
- $11,064 - Change of two Laborer positions to Cashiers, and two Laborers to Loader/Operators, approved in 1986-87.
- ($24,579) - Decrease in Overtime and Extra-Help due to reduction in waste volumes received at the transfer station.
- $24,638 - Increase due to request for two additional Laborer positions in 1987-88.

(For more details regarding Lovelace staffing, see Program Discussion.)

SERVICES & SUPPLIES

$327,814 increase ($1,635,775 to $1,963,589)

Administration

$74,028 increase ($81,807 to $155,835)

- $43,090 - Increase in Professional Services due to additional costs for legal services.
- $18,145 - Increase in Data Processing charges due to request for additional computer hardware and software for the disposal sites scale system.
- $2,002 - Increase in utilities costs.

Harney Lane Landfill

$56,025 increase ($324,516 to $380,541)

- ($61,000) - Decrease in Rents and Leases-Equipment; $61,000 was included in the 1986-87 budget as a rental payment for lease of a 23 c.y. Earth Scraper. The Auditor's Office requests that this be budgeted under Fixed Assets and depreciated. Therefore, the $61,000 was not spent in Rents and Leases during 1986-87, and not budgeted in this category for 1987-88.
- $31,000 - Increase in Equipment Repairs-Sublet due to aging equipment requiring additional repairs, and increase in maintenance agreement costs for the 23 c.y. Earth Scraper acquired during 1986-87.

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES AND SUPPLIES

Harney Lane Landfill

- $108,066 - Increase in Professional Services due to hiring of consultants to perform State-mandated air and groundwater monitoring; installation of a new security system to safeguard scale equipment; preparation of required Environmental Impact Report (EIR) for the Harney Lane Landfill replacement site; and preparation of preliminary design plans for the replacement site (see Program Discussion).
- $8,000 - Increase in monitoring costs due to installation of gas and water monitoring equipment in 1986-87.
- ($25,000) - Decrease in Equipment Rental--County-Owned due to the Solid Waste Division purchasing a Scraper and Compactor from the Public Works Road Maintenance Division in lieu of renting as in previous years.

Lovelace Transfer Station

$12,031 decrease ($519,234 to $507,203)

- ($11,250) - Decrease in Tires and Tubes expenditures due to switch to radial tires which has resulted in longer life and reduced costs. Also, reduction in waste volume at the transfer station has resulted in less miles put on transfer vehicles.

Foothill Landfill

$219,792 increase ($552,000 to $771,792)

- $34,000 - Increase in Professional Services due to hiring of consultants to perform State-mandated air and groundwater monitoring.
- $185,792 - Increase in negotiated County contract payment to Foothill, effective July 1, 1987.

OTHER CHARGES

$200,445 increase ($774,186 to $974,631)

Administration

$5,254 decrease ($162,185 to $156,931)

- ($6,000) - Decrease in interest payment of the Site Acquisition Loan.

Harney Lane Landfill

$140,108 increase ($436,013 to $576,121)

- $72,408 - Increase in Depreciation Expense for existing equipment, equipment acquired during 1986-87, and equipment to be acquired during 1987-88.
- $67,700 - Increase in funds earmarked for closure of the site and deposited into the Harney Closure Reserve based on 71¢/c.y. collected from gate fees (see Program Discussion).

Foothill Landfill

$66,254 increase (zero to $66,254)

- $66,254 - Required funding for newly established Closure Reserve.

FIXED ASSETS

$114,286 decrease ($310,450 to $196,164)

Harney Lane Landfill

$90,966 decrease ($150,000 to $59,034)

- $27,000 - Replacement of Landfill Compactor at a cost calculated as follows:

Purchase Price	$235,000
Less Funding from Equipment Reserve	-178,000
Less Salvage Value	- 30,000
Net Cost	$ 27,000

- $10,000 - For installation of a Cab on the existing Crawler Tractor to protect the operator from the elements.

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

SUMMARY OF MAJOR BUDGET CHANGES

FIXED ASSETS

Harney Lane Landfill

- $22,034 - Lease payment for a 23 c.y. Earth Scraper, calculated as follows:

Lease Payment	$ 41,736
Less Funding from Equipment Reserve	- 19,702
1987-88 Payment	$ 22,034

$59,034 - Total-Harney Lane Fixed Assets

Lovelace Transfer Station

$22,370 decrease ($159,500 to $137,130)

- $46,560 - Replacement of two transfer Truck Tractors. Purchase detail for each is as follows:

Purchase Price	$ 75,000	$ 75,000
Less Funding from Equipment Reserve	-46,570	-46,570
Less Salvage Value	- 5,500	- 4,800
Net Cost	$ 22,930	$ 23,630

- $50,500 - Replacement of two transfer Trailers at $25,250 each. Purchase detail for each is as follows:

Purchase Price	$ 50,000
Less Funding from Equipment Reserve	-23,750
Less Salvage Value	- 1,000
Net Cost	$ 25,250

- $8,270 - Replacement of articulated Front Loader at a cost calculated as follows:

Purchase Price	$ 96,000
Less Funding from Equipment Reserve	-36,480
Less Guaranteed Buy Back	-51,250
Net Cost	$ 8,270

- $19,800 - Replacement of articulated Front Loader at a cost calculated as follows:

Purchase Price	$ 96,000
Less Funding from Equipment Reserve	-38,200
Less Guaranteed Buy Back	-38,000
Net Cost	$ 19,800

- $12,000 - Purchase of Pull Sweeper to remove mud, debris, and nails from disposal sites and entrance roads.

$137,130 - Total-Lovelace Fixed Assets

REVENUE

The following are highlights of the major budget changes in "Revenue" (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts as detailed in Exhibit "C" (Revenue by Function), found at the end of this budget narrative.

REVENUE

$715,315 increase ($3,723,354 to $4,438,669)
Increase in revenues is due to adjustment of the gate fees charged at the Harney Lane, Foothill, and Corral Hollow Sanitary Landfills and the Lovelace Transfer Station. This assumes that the City of Manteca approved a rate adjustment. Major increases/decreases in revenues projected for 1987-88 are as follows:

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

SUMMARY OF MAJOR BUDGET CHANGES

REVENUE

Charges for Services

$983,174 increase ($3,479,015 to $4,462,189)

Harney Lane Landfill

$483,632 increase ($1,137,100 to $1,620,732)

- $147,510 - Increase in revenues from general public due to increase in waste volume and higher disposal fees.
- $261,795 - Increase from SanCo Disposal Service as a result of higher disposal fee and increased waste volumes.
- $74,936 - Increase resulting from the increased use of the site by other County franchised and licensed collectors.

Lovelace Transfer Station

$372,216 increase ($2,182,558 to $2,554,774)

- $120,802 - Increase in revenues from general public due to increased volume and higher disposal fees.
- $166,619 - Increase in revenues from the Cities of Ripon and Manteca due to increase in waste volumes and a higher disposal fee.
- $84,793 - Increase from County franchised and licensed collectors due to higher disposal fees.

Foothill Landfill

$114,048 increase ($16,500 to $130,548)

- $97,809 - Additional revenues from general public due to new rates which became effective July 1, 1987.
- $16,239 - Increased revenue from County collectors who use the site.

SUMMARY OF EXPENSES AND REVENUE BY FUNCTION

	1986-87 Approved	1987-88 Recommended	Inc./Dec.
EXPENSES			
Administration	$ 468,824	$ 562,941	$ 94,117
Harney Lane Landfill	1,156,670	1,387,633	230,963
Lovelace Transfer Station	1,387,642	1,501,831	114,189
Foothill Landfill	552,000	838,046	286,046
Corral Hollow Landfill	158,218	148,218	(10,000)
Total Expenses	$3,723,354	$4,438,669	$ 715,315
REVENUE			
Harney Lane Landfill	$1,137,100	$1,620,732	$ 483,632
Lovelace Transfer Station	2,182,558	2,554,774	372,216
Foothill Landfill	16,500	130,548	114,048
Corral Hollow Landfill	142,857	156,135	13,278
Interest Earned	116,183	118,100	1,917
Miscellaneous Income	0	11,800	11,800
Fund Balance - Beg. Year	128,156	(153,420)	(281,576)
Total Revenue	$3,723,354	$4,438,669	$ 715,315
GENERAL FUND CONTRIBUTION	$ 0	$ 0	$ 0

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Proposed Budget program places special emphasis on the following objectives:

- Operation of the County's Solid Waste facilities in a manner which protects the environment and does not degrade the quality of life enjoyed by the County's residents.
- Continue to provide for the closure of the Harney Lane and Corral Hollow Landfills.
- Provide for the replacement of the Harney Lane and Corral Hollow Landfills.
- Continue self-supporting status of the Solid Waste Enterprise Fund.

During 1986-87, gate fees were established for all waste taken to County disposal sites from the north and central portions of the County. Discussions are underway with the City of Tracy to eventually establish gate fees for all users of the Corral Hollow Landfill. In the meantime, the 1987-88 Proposed Budget assumes that a gate fee is established, effective July 1, 1987, for County franchised and licensed refuse collectors using the Corral Hollow Landfill.

To fund the programs of the 1987-88 Proposed Budget, gate fees have been assumed as increased at all County disposal sites effective July 1, 1987.

Four additional positions are recommended for the 1987-88 fiscal year. Two are Equipment Operator II positions which will be primarily assigned to excavating soils and placement of final cover at the Harney Lane Sanitary Landfill. In order to close the site, approximately 605,000 cubic yards of soil must be excavated, transported, and placed and compacted over the next four and one-half years. If these positions are not approved, then the excavation must be performed by private contractors at an estimated cost of $2.60 per cubic yard.

Closure activities will cost about $1,050,000 over the next four and one-half years if performed by the recommended new County employees and $1,573,000 if performed by private contractors, calculated as follows:

Cost Using County Labor	8 Months 1987-88	4½ Years
Salaries and Benefits (two new positions)	$ 42,240	$ 300,000
Fuel and Repairs	14,500	500,000
Equipment	29,700	250,000
	$ 86,440	$ 1,050,000
Cost Using Private Contractors		
First Year 80,000 c.y. x $2.60	$ 208,000	
Entire Project 605,000 c.y. x $2.60		$ 1,573,000
Projected Savings Over 4½ Years		$ 523,000

Two new Laborer/Traffic Director positions are recommended for the Lovelace Transfer Station to direct traffic and check incoming loads for hazardous waste. Current staffing at Harney Lane is adequate to provide this function. The 1987-88 salaries and benefits costs for these additional positions are $24,638 for 10 months.

The State of California requires disposal site operators to check incoming loads for large quantities of hazardous waste. If hazardous waste is found while it is being dumped, it can be returned to the user. If it is discovered after the user has left the site, or by Foothill employees after it has been transferred to the landfill by County trucks, it may be difficult to determine who actually dumped the waste. In this case, the County must pay for its

PROGRAM DISCUSSION OF 1987-88 BUDGET

proper disposal. Costs for disposal of a 55-gallon barrel range from $100 to $500, depending on its contents. Without this inspection program, the County could be liable for disposal of several hundred barrels a year. One barrel a day at an average cost of $300 per barrel would cost the County about $110,000 per year.

Effective July 1, 1987, four contract positions at Harney Lane and 18 at Lovelace will be converted to Civil Service positions at a total increased cost of $145,727, calculated as follows:

	1987-88 Salaries and Benefit Costs
Civil Service	$ 595,651
Contractual	- 449,924
Total Additional Cost	$ 145,727

Also, in 1986-87, two Laborer positions were reallocated to Cashier/Traffic Director positions and two were reallocated to Loader Operator positions at the Lovelace Transfer Station, and one Laborer position was reallocated to Cashier/Traffic Director position at Harney Lane Landfill to aid in operation of the new scales, to assist in the hazardous waste inspection program, and to improve site operations. The 1987-88 cost increase is $14,780.

The following is a current status report on key solid waste programs that will be pursued in 1987-88:

1. Harney Lane Landfill
   Work will continue on closure of the site with construction of storm water drainage facilities including pump stations ($230,000) and drainage culverts ($30,000). Also, the crossing of East Bay Municipal Utility District (EBMUD) right-of-way will be constructed ($80,000). Construction will begin on the detention basin by the excavation of soil by County personnel and placement of soil as final cover on portions of the site ($86,440). Fences will be constructed around the the detention basin and perimeter of the landfill ($20,000).

2. Harney Lane Replacement Site
   Preliminary Engineering Plans and Reports ($154,000) and preparation of an EIR ($51,000) will begin in 1987-88. Unused portions of the site have been leased to the site's previous owner which will generate $11,800 in revenues in 1987-88.

3. Corral Hollow Landfill
   The County is responsible for providing State mandated engineering plans and reports. The City of Tracy and the County share equally in the costs. The County's 1987-88 portion of the costs are:

Preparation of Closure Plan	$30,500
Calderon Testing*	20,000
Preparation of a groundwater monitoring plan and installation of monitoring wells	20,000
Total	$70,500

   *Calderon Testing includes preparation of water and air quality reports on sanitary landfills.

4. Corral Hollow Replacement Site
   Work will begin on preparation of preliminary engineering studies. The County's 50% share of these costs is budgeted at $24,500.

5. Lovelace Transfer Station
   Work will continue on improvements with paving of the unloading areas ($40,000), repairs to concrete structures ($15,000), and installation of an employee building ($10,000). An analysis will be prepared on future site renovation versus replacing it with a new facility or facilities.

PROGRAM DISCUSSION OF 1987-88 BUDGET

6. Gate Fees
Gate fees, which become effective July 1, 1987, are as follows:

	Harney Lane	Lovelace	Foothill	Corral Hollow
Minimum Fees				
Automobiles	$ 2.00	$ 3.00	$ 2.00	$ N/A
Compact Pickup	3.00	4.00	3.00	N/A
Regular Pickup	4.00	5.00	4.00	N/A
Trailers (less than 8 feet)	4.00	5.00	4.00	N/A
Vans	4.00	5.00	4.00	N/A
Cubic Yard Fees				
Loose cubic yard	$ 2.45	$ 4.20	$ 2.45	$ 3.00
Compact cubic yard	$ 3.43	$ 5.88	$ 3.43	$ 4.20

Gate fees for Corral Hollow will be charged to licensed and franchised collectors who collect refuse in the unincorporated portions of the County.

7. Rate Increase Reviews
The new gate fees require revising residential refuse collection contracts to allow an increase in residential refuse collection rates. Work will continue toward completion of the required rate revisions.

8. Special Professional Services - Administration
Work is continuing with the auditing of the records of County franchised and licensed refuse collectors ($10,000).

9. Foothill Landfill
Engineering studies will be performed including State mandated Calderon Testing ($44,000), groundwater monitoring ($60,000), and review of Waste Discharge Requirements ($50,000).

10. Purchase of Foothill Landfill
Work will continue toward evaluating purchase of Foothill, Inc. Landfill and its development for County ownership. Since final purchase decisions remain to be made, no money has been requested for this purpose. Any recommendation to the Board of Supervisors for the purchase will contain funding proposals.

11. Special Administration Expenses
Continue automation of the Solid Waste Division Office with the purchase of additional computer work stations ($17,700) to utilize information generated by the computerized scales.

12. Repayment of Past General Fund Contributions
Between Fiscal Years 1975-76 and 1985-86, a General Fund contribution to the Solid Waste Enterprise Fund was required each year to balance revenues against expenditures. During this eleven-year period, the total contributions amounted to $5,421,042 (for details of contributions see Exhibit "D", found at the end of this budget narrative).

During the 1986-87 Final Budget hearings, the Board of Supervisors indicated its intent to recover, without interest, the total General Fund contributions. The Board also directed staff to work with the Cities of Lodi, Manteca, and Ripon to develop an acceptable repayment schedule. To date this has not been accomplished due to other more critical priorities of the Solid Waste Management Program. It is now proposed that County staff work with the aforementioned cities to develop a

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

PROGRAM DISCUSSION OF 1987-88 BUDGET

policy statement to be considered by the Board at the 1987-88 Final Budget hearings in August 1987. Such a policy statement would likely include a recommendation that any proposed repayment schedule become effective January 1, 1988.

CASH RESERVES

In order to properly account for the various budgetary functions of the Solid Waste Enterprise Fund, a cash reserve has been established for each of the five following categories:

	1987-88 Beg. Year Reserve Balance	1987-88 Disbursements From Reserve	1987-88 Projected Year-End Reserve Balance
• Equipment Replacement Reserve	$1,095,578	$ 413,022	$ 682,556
• Site Acquisition and Development Reserve	554,193	0	554,193
• Harney Lane Closure Reserve	721,706	424,950	296,756
• Advance Deposit Reserve	207,190	10,000	197,190
• Foothill Closure Reserve	66,254	0	66,254
Total Cash Reserves	$2,644,921	$ 847,972	$1,796,949

The monies attributable to these reserves are included in the cash balance of the Solid Waste Enterprise Fund but are not a part of the operating budget. These are discussed in detail below:

Equipment Replacement Reserve

This reserve provides for replacement of worn-out equipment. A depreciation schedule is established for each piece of equipment purchased. An amount equal to this schedule is set aside into this reserve for future replacement of equipment. When individual equipment is replaced, the amount attributed to that piece of equipment is used from the reserve to apply toward the purchase price. Additional funds needed for the purchase are provided in the Fixed Assets account.

Estimated Reserve Balance

		1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
Beginning Year Balance		$ 592,948	$ 671,819	$ 825,273
Added to Reserve During Year		205,095	290,454	270,305
Total Funds Available		$ 798,043	$ 962,273	$ 1,095,578
1985-86 Expenditures:				
Replaced Loader 81-085	$ 46,017			
Replaced Loader 84-086	18,769			
Replaced Scraper 78-961	61,438			
	$126,224	$(126,224)		
1986-87 Expenditures:				
Replaced Truck 78-082	$ 44,500			
Replaced Truck 78-084	44,500			
Replaced Trailer 78-093	24,000			
Replaced Trailer 78-095	24,000			
	$137,000		$(137,000)	
Reserve Balance End of Year		$ 671,819	$ 825,273	

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

CASH RESERVES

Equipment Replacement Reserve

Equipment Replacement Reserve		1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
1987-88 Expenditures:				
Replace Compactor 81-977	$178,000			
Replace Truck 78-080	46,570			
Replace Truck 78-083	46,570			
Replace Trailer 78-090	23,750			
Replace Trailer 78-092	23,750			
Replace Loader 86-086	36,480			
Replace Loader 85-035	38,200			
Replace Scraper 78-961	19,702			
	$413,022			$ (413,022)
Reserve Balance End of Year		$ 671,819	$ 825,273	$ 682,556

Site Acquisition and Development Reserve

In June 1980, the County Contingency Fund loaned $1,350,000 to the Solid Waste Enterprise Fund for the acquisition of new solid waste facilities. Money has been expended from this reserve over the years for the preliminary studies for a Harney Lane replacement site ($110,471), to purchase the property to obtain soil for the closure of the existing Harney Lane Landfill ($531,496), and to purchase property to be used for the Harney Lane replacement site ($479,757). Total expenditures amount to $1,121,542.

The sites acquisition loan was for a 20-year period at 8% annual interest; the first two years of the loan to be interest only and the principal to be amortized over the balance of 18 years. The first principal and interest payment was made in Fiscal Year 1982-83. The initial repayments were made from the Solid Waste Enterprise Fund to the County Contingency Fund. However, the Board of Supervisors, with the adoption of the 1985-86 budget, directed that the 1984-85 and 1985-86 repayments be made to the County Capital Improvement Fund rather than the Contingency Fund. In this way, the repayment funds could be redirected toward purchase of solid waste facilities. Since 1984-85, these repayments total $648,000. A summary of payments to the Capital Improvement Fund are as follows:

1984-85	$ 171,000
1985-86	165,000
1986-87	159,000
1987-88	153,000
Total Repayments	$ 648,000

Estimated Reserve Balance

		1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
Beginning Year Balance		$ 708,033	$ 751,855	$ 409,243
Added to Reserve During Year		43,822	137,145	144,950
Total Funds Available		$ 751,855	$ 889,000	$ 554,193
Disbursements from Reserve:				
1985-86	$ 0	$ 0		
1986-87				
Purchase of Harney Lane Replacement Site	$479,757		$(479,757)	
1987-88	$ 0			$ 0
Reserve Balance End of Year		$ 751,855	$ 409,243	$ 554,193

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

CASH RESERVES

Site Acquisition and Development Reserve

The gate fee established for Harney Lane on March 1, 1986, includes a surcharge of 71¢ per cubic yard to be placed in a Closure Reserve for Harney Lane. A portion of the 71¢ (i.e. 22.3¢/cubic yard), will be returned to the Site Acquisition and Development Reserve to repay the money advanced for the purchase of property used for the excavation of soil ($531,496).

Harney Lane Closure Reserve

A surcharge of 71¢ per cubic yard was included in the $2.00 per cubic yard gate fee established on March 1, 1986, for the Harney Lane Landfill. This surcharge is the source of revenue for this Closure Reserve. Capital expenditures associated with the closure of the Harney Lane Landfill are paid from this Reserve.

Estimated Reserve Balance

		1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
Beginning Year Balance		$ 0	$ 95,701	$ 260,206
Added to Reserve During Year		139,523	436,650	461,500
Total Funds Available		$ 139,523	$ 532,351	$ 721,706
Disbursements from Reserve:				
1985-86				
Transfer to Site Acquisition Reserve	$ 43,822	$ (43,822)		
1986-87				
Monitoring Wells	$ 55,000			
EBMUD Crossing	80,000			
Transfer to Site Acquisition Reserve	137,145			
	$272,145		$(272,145)	
1987-88				
Drainage Facilities	$ 30,000			
Lift Station	230,000			
Fence Installation	20,000			
Transfer to Site Acquisition Reserve	144,950			
	$424,950			$ (424,950)
Reserve Balance End of Year		$ 95,701	$ 260,206	$ 296,756

Advance Deposit Reserve

The gate fee system established on March 1, 1986, requires collectors to pay for each load of refuse brought to County disposal sites instead of paying fees based on a percentage of revenues collected. However, it is cumbersome for collectors to pay cash for each load brought to a disposal site, since many of the collectors make several trips each day. Therefore, the collectors requested that they be allowed to make payments on a monthly basis. However, it is not proper for the County to extend credit, nor is it desirable, because of the possibility of not being paid past disposal fees. Therefore, advance deposits are required from licensed and franchised collectors. The deposits are equal to one month's disposal fee and are set aside in the Advance Deposit Reserve and reviewed semiannually. When deposits are insufficient to cover one month's disposal fees, the collector must increase the deposits. When the collector's deposit is excessive, the excess is refunded to the collector.

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

CASH RESERVES

Advance Deposit Reserve

Estimated Reserve Balance

		1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
Beginning Year Balance		$ 0	$ 170,823	$ 132,190
Added to Reserve During Year		170,823	8,000	75,000
Total Funds Available		$ 170,823	$ 178,823	$ 207,190
Disbursements from Reserve:				
1985-86	$ 0	$ 0		
1986-87				
Refund to Stockton Scavenger	$ 26,775			
Refund to Commercial Salvage	19,858			
	$ 46,633		$ (46,633)	
1987-88				
Adjustment of Deposits				$ (10,000)
Reserve Balance End of Year		$ 170,823	$ 132,190	$ 197,190

Foothill Closure Reserve

A surcharge of 10¢ per cubic yard is included in the gate fees for the Lovelace Transfer Station and the Foothill Landfill as a source of revenue for the closure of the Foothill Sanitary Landfill. These funds are reserved to cover future closure costs.

Estimated Fund Balance

	1985-86 Actual	1986-87 Est./Act.	1987-88 Recommended
Beginning Year Balance	$ 0	$ 0	$ 0
Added to Reserve During Year	0	0	66,254
Total Funds Available	$ 0	$ 0	$ 66,254
Disbursements from Reserve:	0	0	0
Reserve Balance End of Year	$ 0	$ 0	$ 66,254

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To complete the establishment of a gate fee system for all users of County disposal sites.	1. Completed the switch of all County disposal site users to the gate fee system.
2. To change (with the exception of the general public) the gate fee system from a volume base to a weight base with the installation of scale facilities at the Lovelace Transfer Station and the Harney Lane Landfill.	2. Installed weigh scale facilities at the Lovelace Transfer Station and the Harney Lane Landfill. Gate fees based on weight will become effective during the 1987-88 fiscal year.

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To continue the Harney Lane Landfill replacement project with preliminary geologic studies, selection of an engineering consultant, and initial preparation of an Environmental Impact Review.	3. Completed a preliminary Geotechnical Investigation, a Cultural Resource Investigation, and an Endangered Species Investigation pertaining to the replacement site. Hired an engineering consultant to prepare the necessary preliminary plans and required environmental documents.
4. To continue the Corral Hollow Landfill closure and replacement project with preliminary site acquisition, selection of an engineering consultant, and initial preparation of an Environmental Impact Review.	4. Selected a consultant to begin work on Closure Plan.
5. To proceed with the purchase of the Foothill, Inc. Landfill and begin necessary permitting process for County ownership.	5. Began the process of evaluating the purchase of Foothill Landfill.
6. To begin a study of the Lovelace Transfer Station renovation versus replacement.	6. Developed preliminary data for the study.
7. To prepare and submit to the State air quality monitoring reports for open and closed landfills.	7. Hired a consultant to prepare and submit the required monitoring reports in conformance with State mandates.
8. To begin the construction of monitoring and drainage facilities at the existing Harney Lane Landfill.	8. Completed the installation of gas and groundwater monitoring wells. Design plans for the drainage facilities were also completed.
9. To implement a computerized data processing system for the Solid Waste Division.	9. Obtained and installed computer hardware and software to process data collected by the Solid Waste Division.
10. To continue work on Methane Control and Recovery Project for the Harney Lane Landfill.	10. Hired a consultant to analyze the potential for methane recovery at the Harney Lane Landfill.
11. To prepare program for disposal of grease trap and septic tank waste for County.	11. Hired consultant to study the potential of the Harney Lane replacement site for use for disposal of grease and septic tank waste.
12. To begin implementation of measures recommended in the revised Solid Waste Management Plan.	12. Implemented several recommendations, some of which are included in the 1986-87 Accomplishments.

1987-88 OBJECTIVES

1. To continue the Harney Lane Landfill replacement project with preliminary engineering plans and reports, and preparation of an EIR.

2. To continue with the Corral Hollow Landfill closure and replacement projects with the preparation of closure and water monitoring plans, installation of monitoring equipment, completion of an alternative site analysis, and selection of a consultant to begin preliminary plans.

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

1987-88 OBJECTIVES

3. To complete Air Quality Calderon Testing at Harney Lane, Corral Hollow, and Foothill Landfills.

4. To proceed with the closure of the Harney Lane Landfill with the placement of final cover over portions of the site, construction of the EBMUD right-of-way crossing, installation of fences, and construction of drainage facilities and pump stations.

5. To continue evaluating the purchase of the Foothill, Inc. Landfill. Also, prepare groundwater monitoring plans, install monitoring equipment, and perform engineering studies as required by State regulations.

6. To begin work toward preparing new contracts and bid documents for residential refuse collection contracts which currently expire in December 1988.

7. To work on establishing a gate fee for all users of the Corral Hollow Landfill.

8. To develop recommendations regarding a payback of County General Fund contributions from prior years.

CONCURRENCE

Mr. Henry M. Hirata, Director of Public Works, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

EXHIBIT "A"

EXPENSES BY FUNCTION

EXPENSES BY FUNCTION	1986-87 Approved	1987-88 Recommended	Inc./Dec.
HARNEY LANE LANDFILL			
Salaries & Emp. Benefits	$ 246,141	$ 371,937	$125,796
Services & Supplies	324,516	380,541	56,025
Administration	166,527	201,551	35,024
Depreciation	42,213	114,621	72,408
Closure Reserve	393,800	461,500	67,700
Fixed Assets	150,000	59,034	(90,966)
Total Harney Lane	$1,323,197	$1,589,184	$265,987
LOVELACE TRANSFER STATION			
Salaries & Emp. Benefits	$ 532,920	$ 682,173	$149,253
Services & Supplies	519,234	507,203	(12,031)
Administration	199,953	218,138	18,185
Depreciation	175,988	175,325	(663)
Fixed Assets	159,500	137,130	(22,370)
Total Lovelace Transfer	$1,587,595	$1,719,969	$132,374
FOOTHILL LANDFILL			
Services & Supplies	$ 552,000	$ 771,792	$219,792
Administration	79,559	121,724	42,165
Closure Reserve	0	66,254	66,254
Total Foothill	$ 631,559	$ 959,770	$328,211
CORRAL HOLLOW LANDFILL			
Services & Supplies	$ 158,218	$ 148,218	$(10,000)
Administration	22,785	21,528	(1,257)
Total Corral Hollow	$ 181,003	$ 169,746	$(11,257)
TOTAL EXPENSES BY FUNCTION	$3,723,354	$4,438,669	$715,315

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

EXHIBIT "B"

EXPENSES BY LINE ITEM

EXPENSES BY LINE ITEM	1986-87 Approved	1987-88 Recommended	Inc./Dec.
SALARIES AND EMP. BENEFITS			
Salaries	$ 873,739	$1,052,914	$ 179,175
Benefits			
Retirement	43,528	120,904	77,376
Social Security	22,547	63,241	40,694
Health, Life, & Dental Ins.	63,129	67,226	4,097
Total Sal. & Emp. Benefits	$1,002,943	$1,304,285	$ 301,342
SERVICES & SUPPLIES			
Motor Pool - Eqp. Rental	$ 12,500	$ 14,900	$ 2,400
Service Dept. Costs	24,400	24,122	(278)
Insurance - Casualty	26,843	26,843	0
Insurance - Workers' Comp.	0	4,893	4,893
Other Services & Supplies	113,770	156,389	42,619
Contract - Foothill	432,000	617,792	185,792
Contract - Corral Hollow	53,218	53,218	0
Professional Services	347,208	528,980	181,772
Equipment Costs	625,836	536,452	(89,384)
Total Services & Supplies	$1,635,775	$1,963,589	$ 327,814
OTHER CHARGES			
Interest - Loan Repayment	$ 159,000	$ 153,000	$ (6,000)
Depreciation	221,386	293,877	72,491
Harney Lane Closure Reserve	393,800	461,500	67,700
Foothill Closure Reserve	0	66,254	66,254
Total Other Charges	$ 774,186	$ 974,631	$ 200,445
FIXED ASSETS	$ 310,450	$ 196,164	$(114,286)
TOTAL EXPENSES BY LINE ITEM	$3,723,354	$4,438,669	$ 715,315

BUDGET UNIT: SOLID WASTE ENTERPRISE FUND
DEPARTMENT: PUBLIC WORKS
FUNCTION: HEALTH SERVICES
RESPONSIBLE MANAGER: HENRY M. HIRATA

EXHIBIT "C"

REVENUE BY FUNCTION

REVENUE BY FUNCTION	1986-87 Approved	1987-88 Recommended	Inc./Dec.
HARNEY LANE LANDFILL			
General Public	$ 315,200	$ 462,709	$ 147,509
City of Lodi	0	392	392
SanCo Disposal Service	818,900	1,080,695	261,795
Independent Disposal	3,000	2,000	(1,000)
Stockton Scavenger Assn.	0	49,000	49,000
Waste Management, Inc.	0	12,250	12,250
Other Collectors	0	13,686	13,686
Total Harney Lane	$1,137,100	$1,620,732	$ 483,632
LOVELACE TRANSFER STATION			
General Public	$ 553,950	$ 674,752	$ 120,802
City of Manteca	372,288	495,600	123,312
City of Ripon	43,200	86,507	43,307
Gilton Solid Waste	11,200	27,888	16,688
Philco Disposal, Inc.	37,117	66,087	28,970
Sunset Disposal Service	326,400	232,470	(93,930)
Stockton Scavenger Assn.	656,000	756,912	100,912
Commercial Salvage	94,080	38,556	(55,524)
Rudy Bonzi, Inc.	88,323	123,922	35,599
Waste Management, Inc.	0	47,040	47,040
Modesto Disposal Service	0	5,040	5,040
Total Lovelace	$2,182,558	$2,554,774	$ 372,216
FOOTHILL LANDFILL			
General Public	$ 16,500	$ 114,309	$ 97,809
Stockton Scavenger Assn.	0	8,085	8,085
Commercial Salvage	0	2,450	2,450
Philco Disposal, Inc.	0	5,704	5,704
Total Foothill	$ 16,500	$ 130,548	$ 114,048
CORRAL HOLLOW LANDFILL			
General Public	$ 85,806	$ 0	$ (85,806)
Delta Disposal Service	57,051	144,135	87,084
Rudy Bonzi, Inc.	0	6,000	6,000
Waste Management, Inc.	0	3,000	3,000
Modesto Disposal Service	0	3,000	3,000
Total Corral Hollow	$ 142,857	$ 156,135	$ 13,278
OTHER REVENUE			
Interest Revenue	$ 116,183	$ 118,100	$ 1,917
Misc. Revenue	0	11,800	11,800
Total Other Revenue	$ 116,183	$ 129,900	$ 13,717
TOTAL REVENUE BY FUNCTION	$3,595,198	$4,592,089	$ 996,891
BEGINNING YEAR FUND BALANCE	128,156	(153,420)	(281,576)
TOTAL REVENUE AVAILABLE	$3,723,354	$4,438,669	$ 715,315
TOTAL EXPENSES	$3,723,354	$4,438,669	$ 715,315
REVENUE OVER (UNDER) EXPENSES	$ 0	$ 0	$ 0

BUDGET UNIT: **SOLID WASTE ENTERPRISE FUND**
DEPARTMENT: **PUBLIC WORKS**
FUNCTION: **HEALTH SERVICES**
RESPONSIBLE MANAGER: **HENRY M. HIRATA**

EXHIBIT "D"

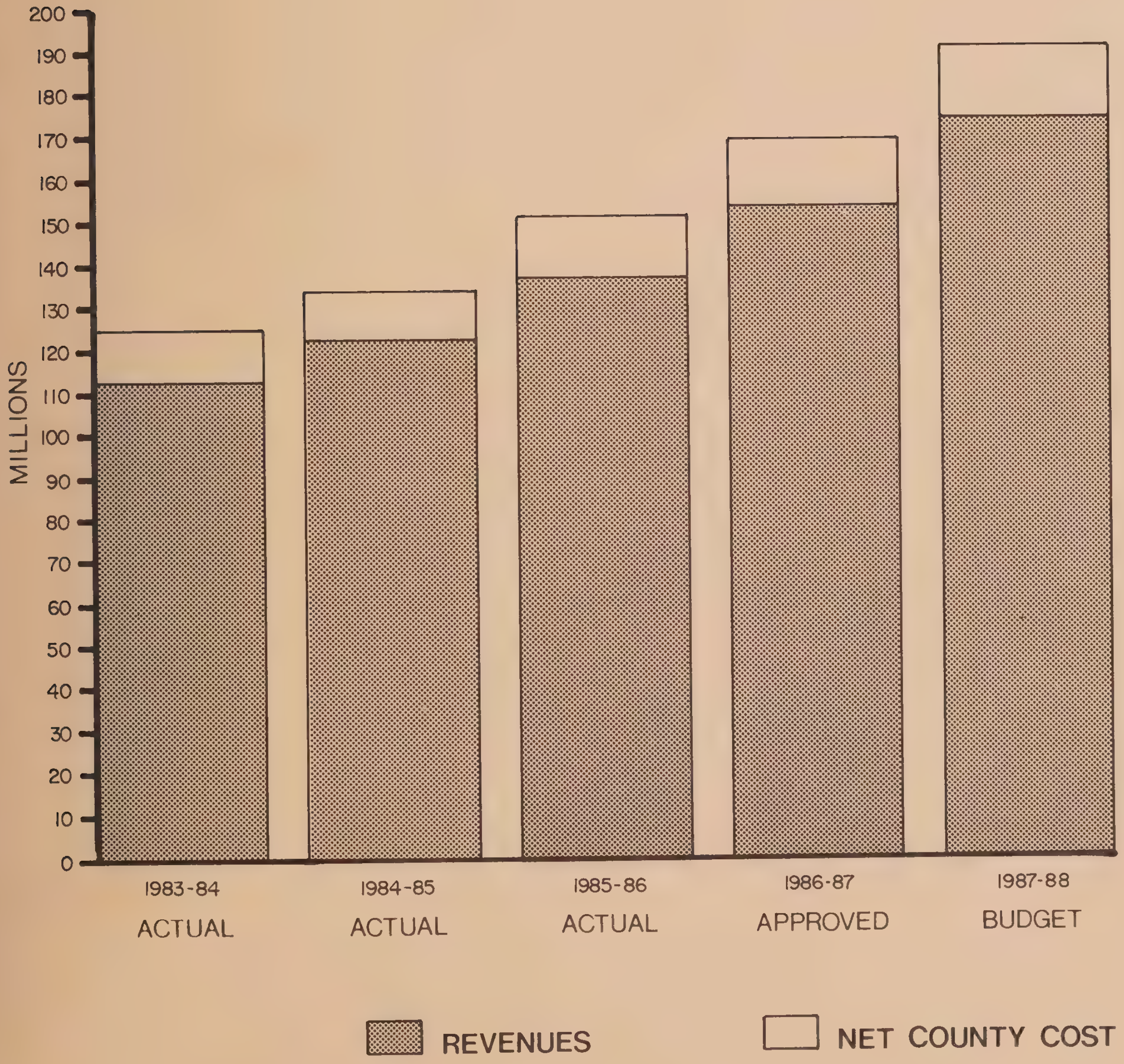
SUMMARY OF GENERAL FUND CONTRIBUTIONS

Fiscal Year	Actual Expenditures	Actual Revenues	(%)[1]	General Fund Contribution	%[2]
1975-76	$ 635,054	$ 418,836	(66%)	$ 235,700	(37%)
1976-77	964,482	537,741	(56%)	419,581	(44%)
1977-78	1,512,741[3]	829,685	(55%)	821,952	(54%)[4]
1978-79	1,643,683	1,073,989	(65%)	222,064	(14%)[5]
1979-80	1,595,750	1,190,510	(75%)	506,149	(32%)
1980-81	1,855,846	1,631,539	(88%)	250,000	(13%)
1981-82	1,805,947	1,661,205	(92%)	375,470	(21%)
1982-83	2,073,736	1,628,759	(79%)[6]	300,285	(14%)
1983-84	2,130,635	2,035,641	(96%)[7]	327,498	(15%)
1984-85	2,492,014	1,842,246	(74%)[8]	573,662	(23%)
1985-86	2,694,060	2,522,973	(94%)[9]	432,140	(16%)
Budgeted					
1986-87	$ 3,723,354	$3,723,354	(100%)	0	(0%)
Recommended					
1987-88	$ 4,438,669	$4,438,669	(100%)	$ 0	(0%)
			Subtotal	$ 4,464,501	
	Purchase of transfer trucks (1977-78)			420,000	
	Purchase of Transfer Station (1978-79)			536,541	
			Total Contribution	$ 5,421,042	

1. Revenue as a percentage of expenditures.
2. Contribution as a percentage of expenditures.
3. The County took over the operation of Lovelace Transfer Station on July 1, 1977.
4. Operational contribution. An additional $420,000 was contributed for the purchase of new transfer trucks.
5. Operational contribution. An additional $536,541 was contributed for the purchase of the Lovelace Transfer Station.
6. If all franchise fees had been paid by the due dates, this percentage would have been 85%.
7. Includes payment of some late franchise fees.
8. Sunset Disposal franchise fees not paid.
9. Includes anticipated payment of all past due franchise fees.

Human Services

CHANGE IN PROGRAM EXPENDITURES



Human Services

Summary

	1985-86 Approved	1986-87 Requested	1986-87 Recommended	Inc./Dec.
• 50101-Public Assist - Admin	$ 21,595,327	$ 23,001,443	$ 22,975,378	$ 1,380,051
• 50106-AFDC	127,771,096	145,565,077	145,565,077	17,793,981
• 50107-AFDC - Foster Care	7,162,900	9,141,996	9,141,996	1,979,096
• 50108-Aid For Adoption - Children	389,880	529,200	529,200	139,320
• 50110-General Relief	1,717,830	2,119,968	2,119,968	402,138
• 50111-Calif Children's Svcs	976,850	873,936	873,936	(102,914)
• 50113-Rehabilitation Expense	6,925	0	0	(6,925)
• 50118-Homemaker Services	1,537,500	1,754,500	1,754,500	217,000
• 50121-Adult Special Circum	34,300	43,800	43,800	9,500
• 50124-Indo-Chinese Refugee Program	1,442,658	1,021,680	1,021,680	(420,978)
• 50126-Indo-Chinese Time Expired	7,680	24,000	24,000	16,320
• 50129-Refugee Asst Grant	884,218	1,082,250	1,082,250	198,032
• 53300-Burials	55,000	55,000	55,000	0
• 53700-CAA - Administration	481,122	492,294	492,294	11,172
• 53709-Community Garden Prog	12,954	14,025	14,025	1,071
• 53710-Govt Commodities Prog	80,314	82,460	82,460	2,146
• 53706-AB 2994 Child Abuse	87,000	56,215	56,215	(30,785)
• 53707-AB 1733 Child Abuse	152,649	152,649	152,649	0
• 53900-Mary Graham Children's Shelter	1,804,532	1,881,364	1,881,364	76,832
• 54000-Community Services	136,239	136,739	136,239	0
• 54101-DOA - Planning & Admin	1,678,931	1,772,920	1,772,920	93,989
• 53708-JTPA - Older Worker	0	0	0	0
• 54107-Title V	119,675	116,414	116,414	(3,261)
• 54108-Nat'l Council of Aging	388,300	377,457	377,457	(10,843)
• 54109-Linkages Program	268,494	281,498	281,498	13,004
• 54110-MSSP Program	405,124	469,454	469,454	64,330
• 54400-Care of Court Wards - Probation	62,000	63,435	63,435	1,435
• 54401-Public Assistance	27,000	10,000	10,000	(17,000)
• 54500-Alternate Care Homes	115,946	127,136	127,136	11,190
• 55600-Veterans Service Office	221,014	231,655	226,821	5,807
TOTAL - HUMAN SERVICES	$169,623,458	$191,478,565	$191,447,166	$21,823,708

BUDGET UNITS: HUMAN SERVICES AGENCY
ALL HUMAN SERVICES AGENCY PROGRAMS

Summary

RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Ben	$ 18,229,201	$ 21,873,333	$ 23,142,410	$ 23,142,410	$ 1,269,077
• Svcs/Supp	4,720,805	5,508,116	6,135,837	6,135,837	627,721
• Other Chg	127,881,760	142,210,948	162,422,228	162,421,728	20,210,780
• F. Assets	78,679	111,768	134,024	107,959	(3,809)
Total Expend	$151,551,068	$169,704,165	$191,834,499	$191,807,934	$22,103,769
• Intrafund Trans	(322,761)	(581,667)	(833,160)	(833,160)	(251,493)
TOTAL	$151,228,307	$169,122,498	$191,001,339	$190,974,774	$21,852,276
Earned Rev					
• Lic/Per	$ 37,538	$ 35,000	$ 35,000	$ 35,000	$ 0
• Int/Rents	4,596	4,100	4,000	4,000	(100)
• Aid-Govt	137,121,468	153,554,897	174,295,474	174,295,474	20,740,577
• Chg-Svcs	61,121	35,800	37,500	37,500	1,700
• Other Rev	8,096	7,500	7,750	7,750	250
TOTAL NCC	$137,232,819	$153,637,297	$174,379,724	$174,379,724	$20,742,427
NET CO COST					
• Mandated	$ 13,673,674	$ 15,231,120	$ 16,330,728	$ 16,304,663	$ 1,073,543
• Co. Match	802,202	89,304	116,467	116,467	27,163
• Discret	160,235	164,777	174,420	173,920	9,143
TOTAL	$ 13,995,488	$ 15,485,201	$ 16,621,615	$ 16,595,050	$ 1,109,849
ALLOC POS	661.7	684.0	705.0	705.0	21.0
TEMP (FTE)*	52.4	63.7	68.3	68.3	4.6
TOTAL STAFF	714.1	747.7	773.3	773.3	25.6

*Full-time equivalent

SUMMARY

This presentation is a summary of 25 budget units under the direct control of the Human Services Agency. Included are all budget units for Public Assistance Programs, Department of Aging/Community Action Agency Programs, and Mary Graham Children's Shelter.

PROGRAM HIGHLIGHTS

- The combined programs of the Human Services Agency represent a total appropriation of $191 million and a total Net County Cost of $16.6 million.

- The combined appropriations of the various Human Services Agency budgets represent 44% of the total recommended 1987-88 County budget and 17% of the total recommended Net County Cost.

- Net County Cost has increased by $1,109,849 due primarily to increased welfare caseloads, case size, and a 3.6% COLA in the AFDC-FG&U budget, which will require an additional $256,287 in General Fund support.

BUDGET UNITS: HUMAN SERVICES AGENCY
ALL HUMAN SERVICES AGENCY PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM HIGHLIGHTS

- The combined recommended staffing of the Human Services Agency represents an increase of 25.6 full-time equivalent positions for a total of 773.3, or just under one-sixth of the total County work force.
- Three categorical aid programs -- AFDC, AFDC-Foster Care, and General Relief -- account for $156,827,041, or 36% of the total recommended County budget and $9,954,520, or 10% of the total recommended Net County Cost.

BUDGET UNITS: HUMAN SERVICES AGENCY
ALL PUBLIC ASSISTANCE PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

Summary

Fund:	1985-86	1986-87	1987-88		
General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Ben	$ 17,107,181	$ 20,306,414	$ 21,512,250	$ 21,512,250	$ 1,205,836
• Svcs/Supp	2,853,535	3,407,150	3,907,819	3,907,819	500,669
• Other Chg	127,522,343	141,871,479	162,066,624	162,066,624	20,195,145
• F. Assets	35,288	99,993	122,177	96,112	(3,881)
Total	$147,518,347	$165,685,036	$187,608,870	$187,582,805	$21,897,769
• Int Trans	(263,529)	(326,340)	(559,656)	(559,656)	(233,316)
TOTAL	$147,254,818	$165,358,696	$187,049,214	$187,023,149	$21,664,453
Earned Rev					
• Aid-Govt	$134,275,914	$150,046,805	$170,715,136	$170,715,136	$20,668,331
• Chg-Svcs	34,919	4,600	3,100	3,100	(1,500)
• Other Rev	0	0	250	250	250
TOTAL	$134,310,833	$150,051,405	$170,718,486	$170,718,486	$20,667,081
NET CO COST					
• Mandated	$ 13,584,608	$ 15,307,291	$ 16,330,728	$ 16,304,663	$ 997,372
• Req Match	640,623	0	0	0	0
TOTAL NCC	$ 14,225,231	$ 15,307,291	$ 16,330,728	$ 16,304,663	$ 997,372
ALLOC POS	659.0	678.0	699.0	699.0	21.0
TEMP (FTE)*	21.0	22.5	23.8	23.8	1.3
TOTAL STAFF	680.0	700.5	722.8	722.8	22.3

*Full-time equivalent

SUMMARY

This presentation is a summary of 13 budget units representing the total administrative and program cost for the Public Assistance Eligibility and Social Service programs, plus Mary Graham Children's Shelter.

PROGRAM HIGHLIGHTS

- The combined appropriation for 1987-88 has increased $21,664,453 to $187,023,149 and is comprised of Public Assistance program costs in the amount of $185,141,785 and Mary Graham Children's Shelter costs in the amount of $1,881,364.

- Significant increases in cases and case size continue to drive up the overall cost of the Public Assistance programs, particularly in the AFDC programs, which account for $17.8 million of the $21.7 million overall increase.

- The number of case-months in the AFDC programs has increased 86% over the past ten years, from 113,604 in 1976-77 to 211,110 in 1986-87.

- During this same period, the population of San Joaquin County has increased by 40.0%, or less than half of the percentage increase in AFDC cases.

- Federal and State funding supports $170,718,486, or 91.3%, of total program expenditures.

- The remaining $16,304,663, or 8.7%, represents the County's mandated share of program costs, an increase of $997,372 over the current year.

BUDGET UNITS: HUMAN SERVICES AGENCY
ALL PUBLIC ASSISTANCE PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM HIGHLIGHTS

- Of the $187,023,149 appropriation, $24,856,742 represents the cost of administering mandated Public Assistance Eligibility and Social Services programs.
- Total benefits payments for the various categorical aid programs are budgeted at $156,827,041. This total includes a Net County Cost of $9,954,520.
- Refugees represent the single largest area of growth in the number of welfare cases--from 3% of total AFDC cases in 1980-81 to 23% in 1986-87, or over three-fourths of the total growth during this period.
- The potential fiscal impact of the proposed homeless shelter in downtown Stockton could dramatically increase the Net County Cost for Public Assistance programs. Conservative initial estimates place the potential increase in the range of $242,000 to $305,000 annually (excluding the County share of construction costs). The actual cost could increase significantly if the shelter draws new General Relief cases to Stockton from other areas.
- San Joaquin County is California's 15th largest County; however, it has the 10th largest AFDC population.
- San Joaquin County has one of the highest per capita rates of AFDC recipients in the nation.
- AFDC recipients migrating from higher cost urban areas of the State will continue to impact categorical aid programs.

BUDGET UNITS: HUMAN SERVICES AGENCY
MAJOR BENEFITS PAYMENTS PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

Summary

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$122,787,414	$136,651,826	$156,827,041	$156,827,041	$20,175,215
TOTAL APPROP	$122,787,414	$136,651,826	$156,827,041	$156,827,041	$20,175,215
Earned Revenue By Source					
• Aid-Other Govt	$115,348,891	$127,472,257	$146,872,521	$146,872,521	$19,400,264
TOTAL REVENUE	$115,348,891	$127,472,257	$146,872,521	$146,872,521	$19,400,264
NET COUNTY COST					
• Mandated	$ 7,438,523	$ 9,179,569	$ 9,954,520	$ 9,954,520	$ 774,951
TOTAL STAFFING	0	0	0	0	0

SUMMARY

This presentation is a summary of three budget units combining the Aid for Families with Dependent Children programs, Foster Care program, and General Relief program. These programs account for over 60% of the Net County Cost in the area of Public Assistance.

PROGRAM HIGHLIGHTS

- The AFDC-Family Group/Unemployed Parent, AFDC-Foster Care, and General Relief program costs for 1987-88 total $156,827,041.
- These three programs account for over one-third of the total 1987-88 recommended County budget.
- The County's mandated share of cost is $9,954,520, or 10% of the total recommended 1986-87 Net County Cost.
- A 3.6% cost-of-living increase in the amount of $4,980,299 is included in the AFDC-Family Group/Unemployed Parent budget as required by State regulations. The County share of this increase is $256,287.
- Projected growth in the number of cases and/or number of individuals per case for these three programs will require an additional appropriation of $15,110,388 at an additional Net County Cost of $686,421.
- In the AFDC-Family Group/Unemployed Parent budget, over 75% of the caseload growth during the past five years is due to growth in refugee caseload.
- Refugees comprise over 60% of the individuals in the AFDC-Unemployed Parent program.
- The 100% County-funded General Relief program could increase significantly above the 1987-88 recommended appropriation of $2,119,968 once the shelter for the homeless in downtown Stockton opens in the fall of 1987.
- A $6 rate increase in the monthly housing allowance for single General Relief recipients is contained in the 1987-88 budget at an additional County cost of $84,528.

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$15,811,556	$18,781,912	$19,940,956	$19,940,956	$1,159,044
• Svcs/Supplies	2,583,535	3,043,416	3,505,764	3,505,764	462,348
• Fixed Assets	34,148	96,339	114,379	88,314	(8,025)
Total Expend	$18,429,239	$21,921,667	$23,561,099	$23,535,034	$1,613,367
• Intrafund Trans	$ (263,529)	$ (326,340)	$ (559,656)	$ (559,656)	$ (233,316)
TOTAL APPROP	$18,165,710	$21,595,327	$23,001,443	$22,975,378	$1,380,051
Earned Revenue By Source					
• Aid-Other Govt	$14,376,897	$16,762,886	$17,976,861	$17,976,861	$1,213,975
• Chrgs for Svcs	33,250	2,500	3,000	3,000	500
TOTAL REVENUE	$14,410,147	$16,765,386	$17,979,861	$17,979,861	$1,214,475
NET COUNTY COST					
• Mandated	$ 3,755,563	$ 4,829,941	$ 5,021,582	$ 4,995,517	$ 165,576
ALLOCATED POS	615.0	631.0	652.0	652.0	21.0
TEMPORARY (FTE)*	11.0	13.5	14.8	14.8	1.3
TOTAL STAFFING	626.0	644.5	666.8	666.8	22.3

*Full-time equivalent

MANDATE

The primary responsibility of the Human Services Agency is to provide welfare assistance and social services to citizens of San Joaquin County. The criteria for identifying those in need, the determination of available resources to assist those in need, and the methods by which those resources are to be allocated are mandated by Federal and State legislation and regulations. These mandates are established in Division Nine of the Welfare and Institutions Code (W&I Code).

In addition, Welfare and Institutions Code Section 10801 establishes the position of County Welfare Director and states in part, "The County Director shall for and in behalf of the Board of Supervisors, have full charge of the County Department and the responsibility for administering and enforcing the provisions of this Code, pertaining to public Social Services under the regulations of the State Department of Social Services and State Department of Health."

Welfare and Institutions Code Section 11207, the Social Security Act, and State Department of Social Service regulations require the administrative support of income maintenance and social service programs.

PURPOSE

Responsible for administering and enforcing the provisions of the Welfare and Institutions Code and other pertinent laws and regulations; provides and administers income maintenance and social services programs to eligible low-income families and individuals, including Aid to Families with Dependent Children (AFDC), General Relief (GR), Medi-Cal, Food Stamps, Adoptions, and Adult and Children's Protective Services.

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

For the Administrative budget unit, workload is reflected in terms of staffing levels. Workload in terms of case activity is displayed in the various program budget units.

	Actual			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
ALLOCATED plus TEMPORARY full-time equivalent staffing	599	615	626	644.5	666.8

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$1,159,044 increase ($18,781,912 to $19,940,956)

- $631,670 - Normal salary adjustments.
- $481,840 - First-year cost of 21 recommended new positions.
- $30,226 - Caseload driven increase in use of Extra-Help. (Note: The recommended 1987-88 total of $192,060 is $69,725 below 1986-87 Estimated/Actual of $261,785).
- $15,242 - Normal salary adjustments for Contract Extra-Help.

SERVICES & SUPPLIES
$462,348 increase ($3,043,416 to $3,505,764)

- $160,907 - Increased Cost Allocation Plan (A-87) charges from Auditor (from $333,155 to $494,062).
- $12,417 - Increased cost of printed forms from State plus general office supplies increase. (Note: 1986-87 Estimated/Actual is $26,963 (11%) over approved budget).
- $23,390 - Increased postage ($577,644 to $601,034) based on actual 1986-87 and projected 1987-88 caseload growth.
- $20,038 - Increase in telephone charges due to new billing system.
- $19,482 - Increased Transportation and Travel for 25 staff to attend Child Welfare training at San Jose State-$12,500; increase in other Child Welfare training costs due to high staff turnover-$6,982.
- $21,843 - Increased Motor Pool charges to meet current and projected vehicle usage requirements.
- $72,224 - Increased Professional and Specialized Services, including $9,070 for Treasurer for Food Stamp issuance and $55,734 for an additional County Counsel attorney in Child Welfare.
- $73,624 - Increased Data Processing Direct Charges (from $408,976 to $482,600), including new systems development and major feasibility study.
- $18,414 - Increased Household Expense for janitorial support in the new office space previously occupied by the Elections Department.
- $16,552 - Increase in utilities based on 1) $10,868 projected rate increases plus additional office space not occupied in 1986-87, and 2) City of Stockton sewer charges ($5,684) not budgeted in 1986-87.

FIXED ASSETS
$8,025 decrease ($96,339 to $88,314)
Major equipment items include:

- $11,550 - 33 Junior executive chairs to replace chairs beyond economical repair.

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

FIXED ASSETS

- $7,080 - 12 typewriters-replacements for manual models or old electric models beyond economical repair.
- $8,000 - 16 desks for new staff.
- $10,200 - 34 case-file shelves, primarily for closed files retention.
- $4,200 - 14 panel tables for staff in new offices at 510 Magnolia St. and for staff in need of additional work surface areas.
- $5,700 - 19 movable partitions for dividing work areas in open offices.
- $4,140 - 12 legal-file cabinets, primarily for staff in new offices at 510 Magnolia St.
- $7,050 - 47 3-shelf casebanks for new positions and staff currently working without adequate file storage.
- $2,095 - Upgrade of existing PC with hard disk and co-processor to meet capacity needs for quarterly claims and other financial reporting.

INTRAFUND TRANSFERS

$233,316 increase ($326,340 to $559,656). Note: 1986-87 Estimated/Actual is $102,258 (31.3%) over approved budget.

- $19,812 - Increased charges to District Attorney Family Support Division for recommended new position for child support payment distribution functions performed by Human Services Agency staff.
- $7,500 - New charge to Department of Aging for space in the Human Services Agency.
- $73,240 - Increase to District Attorney Family Support Division for full staffing in 1986-87 versus 1985-86 level.
- $30,506 - Increase for additional charges from the Department of Aging for salaries of administrative staff.

REVENUES

$1,214,475 increase ($16,765,386 to $17,979,861)

- $1,214,475 - General revenue increase to support State/Federal share of overall increase in Human Services administrative budget. There are 22 separate revenue classifications, each adjusted up or down based upon projected number of program hours and Federal/State cost allocations for 1987-88.

NET COUNTY COST

$165,576 increase ($4,829,941 to $4,995,517)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The $22,975,378 recommended appropriation for 1987-88 supports the administration of the County's various income maintenance and social services programs. The overall administration costs for the various programs and services, along with the County's portion of these costs, are shown below:

		County Share	
Eligibility	1987-88 Total Cost	Cost	%
Aid to Families with Dependent Children (AFDC)	$ 9,799,939	$2,480,364	25.3%
Food Stamp	2,497,332	593,734	23.8%
Medi-Cal	2,556,232	0	---
General Relief	482,673	482,673	100.0%
Refugee Program	566,706	0	---
Mini-Block Grant	202,889	45,430	22.4%
GAIN (Workfare Program)	97,000	0	---
State Adult	20,162	0	---
Total Eligibility	$16,222,933	$3,602,201	22.2%

BUDGET UNIT: **50101 PUBLIC ASSISTANCE-ADMINISTRATION**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

PROGRAM DISCUSSION OF 1987-88 BUDGET

Services

Social Services Block Grant	$ 5,088,992	$ 1,129,247	22.2%
Emergency Assistance	360,936	90,234	25.0%
Adoption	427,863	0	---
EPSDT (Early Diagnostic/ Screening Program)	95,810	0	---
Licensing	216,990	0	---
WIN/SAU (Work Incentive Prog.)	232,342	23,234	10.0%
California Children Services	326,512	150,601	46.1%
Adoption Fees	3,000	0	---
Total Services	$ 6,752,445	$ 1,393,316	20.6%
TOTAL ADMINISTRATION	$22,975,378	$ 4,995,517	21.7%

The Social Services Block Grant noted above provides for the following mandated service programs:

Child Protective Services

- Emergency Response
- Family Maintenance
- Family Reunification
- Permanent Placement

County Services Block Grant (Adult Programs)

- Information and Referral
- Protective Services for Adults
- Out-of-Home Care for Adults
- In-Home Supportive Services

In Fiscal Year 1987-88, the State is moving forward with its conversion to a new caseload-based method of allocating State and Federal dollars to counties for Child Welfare (Protective) Services. For 1987-88, the allocation will be based 60% on caseload and 40% on the mix of AFDC caseload and AFDC children plus total number of local children up to age 17. In Fiscal Year 1988-89, the allocation process will be completely caseload driven. There is no anticipated negative fiscal impact to the County resulting from this change in allocation methods.

The recommended appropriation of $22,975,378 for Public Assistance Administration is $1,380,051 above the current funding level. The resulting $4,995,517 Net County Cost represents an increase of $165,576, or 3.4%. The overall increase in funding requirements is primarily attributable to normal salary and employee benefit adjustments ($646,912) and the recommended addition of 21 new positions ($481,840 first-year cost). These positions are recommended based on caseload-driven increases in workload in areas that affect the Agency's AFDC eligibility process and error rate, collections, fraud investigations, and legal proceedings.

Position	1987-88 Total Cost	County Share
1 - Investigator II	$ 33,604	$ 8,401
2 - Investigator I	64,194	16,049
1 - Program Assistant II	30,268	7,567
1 - Program Assistant I	26,677	6,669
1 - Senior Social Worker	24,911	6,228
1 - Eligibility Worker Unit Chief	24,359	6,090
10 - Eligibility Worker II	207,890	25,986
1 - Specialist Clerk	17,559	4,390
1 - Clerk Typist II	16,815	4,237
1 - Clerk I	15,242	3,811
1 - Legal Typist	20,321	5,080
21	$481,840	$94,508

Eleven of the recommended positions will be utilized in the Eligibility area at a total first-year cost of $232,249 and a County share of cost of $32,076.

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

Staffing in this area has remained constant over the past four years. Caseload growth plus the increasing complexity of regulations now make staffing increases necessary to maintain manageable caseload levels per eligibility worker and to maintain the Agency's historically low dollar error rates. The following table depicts the changes in Eligibility staffing levels over the past 11 years:

Position	Fiscal Year	Staffing Level	Staffing Change	Caseload Growth %
Eligibility Worker II	1976-77	225		
	1977-78	209	(16)	4.8
	1978-79	202	(7)	1.3
	1979-80	203	1	7.6
	1980-81	203	-	13.4
	1981-82	218	15	11.1
	1982-83	221	3	7.4
	1983-84	231	10	6.3
	1984-85	231	-	2.1
	1985-86	231	-	4.3
	1986-87	231	-	6.2
Net Change			6	85.8%

In addition to the eligibility positions, 3 investigator positions are recommended at a total first-year cost of $97,798 and a County share of the cost of $24,450. Currently, there are 8 Investigator I positions and 1 Investigator II. The Agency is operating well above the State recommended ratio of investigation staffing to AFDC cases. It is felt that with 2 additional investigators and 1 more supervisor, two units of investigative staff could be formed to meet the current workload.

One Program Assistant II position for Staff Development is recommended to provide ongoing AFDC/Food Stamp eligibility/intake staff training, which has a direct effect on the error rate. The total first-year cost is $30,268, with a County share of $7,567. A Program Assistant I position is also recommended to handle Food Stamp disqualification hearings and other related administrative law hearings which directly impact the Net County Cost of various benefits programs. Currently those functions are performed by a temporary Eligibility Worker. A total of 1,200 hearing requests are anticipated for 1987-88. The total first-year cost of this position is $26,677, with a County share of $6,669.

The four recommended clerical positions will be utilized in various roles to support the Agency's growing workload demands, the increasing complexity of State/Federal regulatory requirements, the increased burden of court decisions on the administration of public assistance programs, and to provide direct clerical support to the programs which relocated to 510 Magnolia Street during the past year. Total first-year cost of the four positions is $69,937, with a County share of $17,518.

A Senior Social Worker position is recommended for the In Home Supportive Services (IHSS) program to help meet significant growth in caseload demands, which have increased from 159 cases per worker in 1983 to 236 cases per worker in 1986. A further increase in caseload of 10% is projected for 1987-88. High caseloads have prevented the timely response to new requests and the timely conduct of reassessments. Total first-year cost of the position is $24,911, with a County share of $6,228.

The ongoing annual cost of the 21 recommended positions is approximately $569,447, with an annual County share cost of approximately $111,691 (in 1987 dollars).

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1986-87 BUDGET

Office Automation

The following automation equipment and software are recommended at a total cost of $59,639 as part of an ongoing effort to automate existing manual processes and systems throughout the Human Services Agency. These costs are included under the Data Processing Direct Charges-Equipment appropriation:

ITEM — TOTAL COST

- 3-Personal Computers..$ 7,607

  The three personal computers will be added to a Local Area Network installed in 1986-87. Primary usage of the equipment will be as word processors to meet the increased Notices of Action volume requirements resulting from the Turner v. McMahon court order and hardship supplemental legislation.

- 1-Printer...$ 1,798

  The printer will be utilized in the General Relief program to allow the on-line issue and printing of grocery vouchers. Manual typing of all over-the-counter grocery vouchers will be eliminated.

- 6-CRT Terminals and printer...............................$ 8,738

  This equipment will be utilized by the Agency's Collections and Accounts Receivable unit. Currently some 4,000 active collection cases are managed manually. An on-line version of the County Collector's system will be installed on the County mainframe to automate this function.

- 3-CRT Terminals...$ 3,557

  Three CRT terminals will be utilized by eligibility staff located on both the first and second floors of the building. Greater need for staff access to the Agency's automated master file system is required due to caseload growth and the recommended eligibility staffing increase.

- 6-CRT Terminals and peripheral equipment..................$17,850

  Six CRT terminals and related equipment for Child Protective Services are recommended in conjunction with the recommended development of a Child Abuse Database Management System. This equipment represents the first-year requirements of the planned two-year development project to automate the existing manual case information and tracking system.

- 4-Personal Computers, peripheral equipment, and software..$20,089

  This equipment and software are recommended for the Agency's Policy and Procedures unit to reduce the heavy volume and unacceptable turn-around time on the small word processing center which services the Agency's management staff. This equipment will provide self-contained publishing capabilities for the technical writing staff, which produces the Agency's procedural manuals, technical instructions, forms, documents, and code books. The work output of this unit directly affects the Agency's ability to maintain a low overall dollar error rate.

Also included in recommended Data Processing Direct Charges are 2,185 hours of Data Processing staff time, at a cost of $80,861, for new systems development projects. The most significant are: 1) the installation of a Collections and Accounts Receivable system based on the existing County Collector's system

PROGRAM DISCUSSION OF 1987-88 BUDGET

($14,800), 2) development of a Child Protective Services case management and tracking system ($50,061 first-year development cost), and 3) a feasibility study on a new on-line Welfare entry/edit data system ($14,800).

The 1987-88 recommended budget also includes $88,314 for Fixed Asset acquisition, a decrease of $8,023 from the 1986-87 level. The County share of cost is $19,199. The major items recommended are included in the Summary of Major Budget Changes.

Apart from the recommended new positions, office automation improvements, systems development projects, and fixed assets, the 1987-88 Proposed Budget represents a continuation of current resources and programs at next year's projected costs and caseload levels.

GAIN Program

The Human Services Agency, in cooperation with the Division of Employment and Training, plans to implement the Greater Avenues for Independence (GAIN) program in the coming fiscal year. The purpose of the GAIN program is to provide education, training, and employment services to recipients of Aid to Families with Dependent Children (AFDC) with the goal of AFDC recipients becoming self-supporting. GAIN requires that the Human Services Agency either provide, or arrange for, training for AFDC recipients. To provide necessary client services, the Agency will contract with the County Division of Employment and Training (DET). This will be done to avoid unnecessary duplication, since DET is already in the business of providing employment and training services to economically disadvantaged clients under the Job Training Partnership Act program.

In general, AFDC recipients will be required to participate in GAIN if they are:

1. A single parent head of household, with no children under six years of age, and with no physical or mental disabilities which would preclude employment; or

2. The primary wage earner of a two parent family, without regard to the age of the children, providing there are no physical or mental disabilities which would preclude employment.

AFDC recipients who are not required to participate in GAIN may volunteer to participate.

If a mandatory (required to participate) AFDC recipient refuses to participate in GAIN without good cause, sanctions will be applied against the recipient including money management (payment of client bills through a third party), and leading to reduction or termination of the AFDC grant.

At this time, it is estimated that as many as 19,000 AFDC recipients will participate in GAIN during the first 18 months of operation. Although the GAIN budget has not yet been completed, the County has been assured by the State Department of Social Services that there will be no Net County Cost attached to GAIN. It is anticipated that a new GAIN budget unit will be created during 1987-88; at that time a recommended appropriation and offsetting revenue estimate will be presented to the Board of Supervisors for approval.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To implement San Joaquin County's "GAIN" workfare program by January 1, 1987.	1. GAIN was not implemented in this fiscal year. A 1988 start-up is anticipated.
2. To maintain an agency dollar error rate of no greater than 1.5%.	2. Maintained an agency dollar rate of 1.6%.

BUDGET UNIT: 50101 PUBLIC ASSISTANCE-ADMINISTRATION
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To remain within State and Federal funding allocations, avoiding a County overmatch.	3. All State and Federal allocations were maintained without County overmatch.

1987-88 OBJECTIVES

1. To implement San Joaquin County's "GAIN" workfare program in 1988.

2. To control the combined agency and client dollar error rate within the State-allowed maximum of 4%. This represents a more comprehensive error rate objective than the agency-only error rate objective identified for 1986-87.

3. To maximize Federal and State funding without a County overmatch.

4. To obtain State approval for State/Federal funding participation in the cost of a new Human Services facility which is currently in the preliminary planning process.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50106 AID TO FAMILIES WITH DEPENDENT CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$114,710,062	$127,771,096	$145,565,077	$145,565,077	$17,793,981
TOTAL EXPEND	$114,710,062	$127,771,096	$145,565,077	$145,565,077	$17,793,981
Earned Revenue By Source					
• Aid-Other Govt	$108,910,596	$120,596,589	$138,074,264	$138,074,264	$17,477,675
TOTAL REVENUE	$108,910,596	$120,596,589	$138,074,264	$138,074,264	$17,477,675
NET COUNTY COST					
• Mandated	$ 5,799,466	$ 7,174,507	$ 7,490,813	$ 7,490,813	$ 316,306
TOTAL STAFFING	0	0	0	0	0

MANDATE

Aid to Families with Dependent Children (AFDC) is required under the Welfare and Institutions Code, Chapter 2. Payment levels are established under Section 11453. The required level of service is defined as that level where all persons who request aid and are found eligible are provided relief in a timely manner, not to exceed 45 days from the date of application.

PURPOSE

The Aid to Families with Dependent Children (AFDC) Program provides cash grants to those children and their parents or guardians whose income is not sufficient to provide for basic needs. Eligibility in the AFDC-Family Group (FG) Program is limited to families with children who are needy due to death, incapacity, or continued absence of a parent. Eligibility for the AFDC-Unemployed (U) Program is limited to families with children who are needy due to unemployment of one or both parents.

WORKLOAD DATA

Workload for the AFDC benefit payments program is identified by the combined monthly totals of active cases over a 12-month period as shown below:

	-------Actual--------			Budget	Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	86-87	87-88
Case Months:						
AFDC-Family Group (FG)	136,217	138,257	143,819	145,927	153,819	160,799
AFDC-Unemployed (U)	50,544	52,478	55,034	56,813	57,291	59,583
Total Case Months	186,761	190,735	198,853	202,740	211,110	220,382
Percentage Increase		2.1%	4.3%	1.9%	6.2%	4.4%

BUDGET UNIT: 50106 AID TO FAMILIES WITH DEPENDENT CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

The following summary presents a more graphic overview of the dramatic growth in the number of AFDC recipients over the past 11 years in San Joaquin County:

AFDC CASELOAD GROWTH
(1976-77 through 1986-87)

FISCAL YEAR	1976-77	1977-78	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	Est. 1986-87
AFDC-FG Casemonths	99,001	104,453	106,547	114,063	124,246	129,341	131,863	136,217	138,257	143,819	153,819
Percent Change		5.5%	2.0%	7.1%	8.9%	4.1%	1.9%	3.3%	1.5%	4.0%	7.0%
10-Year Growth											55.4%
AFDC-U Casemonths	14,603	14,548	14,028	15,647	22,905	34,126	43,775	50,544	52,478	55,034	57,291
Percent Change		-0.4%	-3.6%	11.5%	46.4%	49.0%	28.3%	15.5%	3.8%	4.9%	4.1%
10-Year Growth											292.3%
Combined AFDC-FG & U											
Casemonths	113,604	119,001	120,575	129,710	147,151	163,467	175,638	186,761	190,735	198,853	211,110
Annualized Cases	9,467	9,917	10,048	10,809	12,263	13,622	14,637	15,563	15,895	16,571	17,593
Percent Change		4.8%	1.3%	7.6%	13.4%	11.1%	7.4%	6.3%	2.1%	4.3%	6.2%
10-Year Growth											85.8%
San Joaquin County Population	302,200	310,700	321,100	331,700	343,500	355,600	367,000	378,600	391,800	407,500	423,200
Percent Change		2.8%	3.3%	3.3%	3.6%	3.5%	3.2%	3.2%	3.5%	4.0%	3.9%
10-Year Growth											40.0%
Cost-of-Living Increases Granted AFDC Recipients	14.9%	5.3%	0.0%	15.2%	14.2%	9.2%	8.2%	4.0%	5.6%	5.7%	4.9%

Several salient points about the County's AFDC caseload should be noted:

- San Joaquin County has one of the highest per capita rates of AFDC recipients in the nation--approximately 127.5 per 1,000 (12.7%) residents as of the latest comparative data available (1984).
- The average size of an AFDC-FG case in California is 2.67 persons; in San Joaquin County, the average is 2.74 individuals. Compared to the Statewide average, the larger number of persons per case results in a higher average monthly grant of $22 per case, or $3,537,578 annually. The County share of cost of this above-average case size is 5.33% or $198,552.
- The average size of an AFDC-U case in California is 4.57 persons; in San Joaquin County, the average is 5.17 individuals. Compared to the Statewide average, the larger number of persons per case results in a higher average monthly grant of $35 per case, or $2,085,405 annually. The County share of cost of this above-average case size is 4.82%, or $100,517.
- San Joaquin County contains 1.6% of the State's population; however, 3.46% of the State's AFDC population resides here, including 7.1% of the State's AFDC-Unemployed Parent program recipients.
- In 1987, 6.18% of the State's population received AFDC benefits; in San Joaquin County, an estimated 14.00% of the population received AFDC.

BUDGET UNIT: 50106 AID TO FAMILIES WITH DEPENDENT CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES

$17,793,981 increase ($127,771,096 to $145,565,077)

- $4,980,299 - Increase due to 3.6% COLA per State budget guidelines for current caseload plus projected 1987-88 growth.
- $10,706,298 - Increase due to anticipated caseload growth of 4.39% overall.
- $2,107,384 - Increase due to continuing growth in the number of persons per case.

REVENUES

$17,477,675 increase ($120,596,589 to $138,074,264)

- $12,633,555 - Increase in Federal funding for AFDC-FG/U based on COLA and caseload growth.
- $4,844,120 - Increase in State funding for AFDC-FG/U based on COLA and caseload growth.

NET COUNTY COST

$316,306 increase ($7,174,507 to $7,490,813)

PROGRAM DISCUSSION OF 1987-88 BUDGET

San Joaquin County has one of the highest per capita rates of AFDC recipients in the nation. A 1986 survey by the U.S. Census Bureau found that 127.5 of every 1,000 San Joaquin County residents (12.7%) in 1984 received AFDC payments, the highest per capita rate in the U.S. at that time. There are several factors contributing to the extremely high level of AFDC recipients in San Joaquin County:

- The continuing migration of significant numbers of AFDC recipients from higher cost urban areas of the State to the lower cost central valley.

- Historically high levels of unemployment in this County.

- An agriculture-based economy with a substantial number of seasonal jobs and variability in ag-related employment patterns from year to year.

- A high number of refugees which have settled in this County since 1980-81, many of whom remain on AFDC.

For 1987-88, a total appropriation of $145.5 million is recommended for AFDC benefits payments, an increase of 13.9% over the current funding level. The County's mandated cost share of this benefits payments cost has increased $316,306, or 4.4% over the current budget. As depicted in the following summary, the total payout for AFDC has increased from $45.9 million in 1979-80 to the recommended level of $145.6 million in 1987-88. This represents an increase of 217% over eight years. During the same period, the County's mandated share of AFDC costs has increased from $2.1 million to $7.5 million, an increase of 257%, or an average increase of 32% a year.

BUDGET UNIT: 50106 AID TO FAMILIES WITH DEPENDENT CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

AFDC COST GROWTH
(1979-80 through 1987-88)

	Actual							1986-87	1987-88
FISCAL YEAR	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85	1985-86	Approved	Recommend
TOTAL AFDC COST (Millions)	$45.9	$60.4	$74.4	$82.9	$94.0	$102.3	$114.7	$127.8	$145.6
Percent Change		31.6%	23.2%	11.4%	13.4%	8.8%	12.1%	11.4%	13.9%
8-Year Growth									217.2%
NET COUNTY COST (Millions)	$2.1	$3.5	$4.2	$4.4	$5.1	$5.5	$5.8	$7.2	$7.5
Percent Change		66.7%	20.0%	4.8%	15.9%	7.8%	5.5%	24.1%	4.2%
8-Year Growth									257.1%

The following chart summarizes the current schedule of monthly benefit payments to eligible recipients and the 1987-88 budgeted AFDC benefit payment levels.

GRANT LEVELS AND PARTICIPATION

AFDC-FG AND AFDC-U	
Number of Eligible Persons in the Same Home	Maximum Aid Payment (MAP) (7/1/86-6/30/87)
1	$ 303
2	498
2.74 FG 87-88 Budget	584
3	617
4	734
5	837
5.17 U 87-88 Budget	867
6	941
7	1,032
8	1,126
9	1,215
10 or more	1,306

FOOD STAMPS	
Number of Persons in FS Household	Maximum Coupon Allotment at Zero Income
1	$ 80
2	147
3	211
4	268
5	318
6	382
7	422
8	483
9	543
10	$60 each add'l person

The caseload projections for 1987-88 are based on five prior fiscal years of actual caseload data, current year experience and trends, and a review of the Legislative Analyst's findings and projections for 1987-88.

The AFDC 1987-88 budget is based upon the following assumptions:

Cost-of-Living (COLA)

- A cost-of-living adjustment of 3.6% will be granted by the State for all AFDC FG/U recipients per the Governor's budget.

Total Cost: $4,980,299 County Share of Increase: $88,530

NOTE: This adjustment consists of the following:

COLA applied to 86-87 Caseload	$4,599,759	
County Share		$81,765
COLA applied to 87-88 projected growth	380,540	
County Share		6,765
TOTAL COLA COST	$4,980,299	$88,530

BUDGET UNIT: 50106 AID TO FAMILIES WITH DEPENDENT CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

Case Size Growth

- Based on actual 1986-87 experience and trends, case size will continue to increase from 1986-87 budgeted levels of 2.6 to 1987-88 average levels of 2.74 persons per case in the Family Group and from 4.9 to 5.2 persons per case in the Unemployed Parent Program.

Total Cost: $2,107,384 County Share of Increase: $37,461

Caseload Growth

- Caseloads will grow at a rate of 4.5% or 14,872 case months over current budget levels in the Family Group and 4.0% or 2,770 case months in the Unemployed Parent Group.

Total Cost: $10,706,298 County Share of Increase: $190,315

NOTE: This growth increase is determined as follows:

AFDC-FG Case months growth 14,872 x $564 =	$ 8,387,808
AFDC-U Case months growth 2,770 x 837 =	2,318,490
Total Growth Cost excluding COLA	$10,706,298

TOTAL AFDC BENEFITS INCREASE: $17,793,981
TOTAL COUNTY SHARE OF INCREASE: $316,306

Continuing Impact of Refugee Population

- The refugee population will continue to have a significant effect on the AFDC Program. Refugees now comprise approximately 23% of the cases and 34% of the individuals in the program.
- The cost impact of cases shifting from the 100% Federally-funded refugee aid programs to the Federal/State/County-funded AFDC programs continues. For 1986-87, 4,003 cases, or 23% of the 17,485 projected total AFDC caseload are refugees. In 1980-81, there were 385 AFDC refugee cases, or just over 3% of 12,263 total AFDC cases.
- In addition to the $145,565,077 appropriation in this budget for direct benefits payments, a total of $9,799,939 is budgeted in the Public Assistance-Administration budget (No. 50101) to administer the AFDC program. The combined Net County Cost for AFDC benefits and administration is $9,971,177.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50107 FOSTER CARE
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 6,679,566	$ 7,162,900	$ 9,141,996	$ 9,141,996	$ 1,979,096
TOTAL APPROP	$ 6,679,566	$ 7,162,900	$ 9,141,996	$ 9,141,996	$ 1,979,096
Earned Revenue By Source					
• Aid-Other Govt	$ 6,438,295	$ 6,875,668	$ 8,798,257	$ 8,798,257	$ 1,922,589
TOTAL REVENUE	$ 6,438,295	$ 6,875,668	$ 8,798,257	$ 8,798,257	$ 1,922,589
NET COUNTY COST					
• Mandated	$ 241,271	$ 287,232	$ 343,739	$ 343,739	$ 56,507
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Foster Care program, which is a category of the Aid to Families with Dependent Children (AFDC) program, is required under Welfare and Institutions Code Section 11207.

PURPOSE

Provides cash assistance payments to foster parents or institutions for the care, treatment, and shelter of qualified children age 18 or under.

WORKLOAD DATA

The combined monthly totals of children in foster homes and institutions over a twelve-month period are the key indicators of activity for the Foster Care program:

	Actual 83-84	Actual 84-85	Actual 85-86	Budget 86-87	Est./ Act. 86-87	Proj. 87-88
Case Months:						
FOSTER HOMES	4,108	5,102	5,511	5,544	7,365	8,244
Percentage Increase	6.1%	24.2%	8.0%	.6%	33.6%	11.9%
INSTITUTIONS	3,117	2,645	3,070	3,412	3,222	3,612
Percentage Increase	(5.4%)	(15.1%)	16.1%	11.1%	5.0%	12.1%
Total Case Months	7,225	7,747	8,581	8,956	10,587	11,856
Overall Percentage Increase	.8%	7.2%	10.8%	4.4%	23.4%	11.9%

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$1,979,096 increase ($7,162,900 to $9,141,996)

- $1,979,095 – Increased cash assistance payments based on (1) Estimated/Actual 1986-87 combined case growth 18% over budget and (2) projected 1987-88 combined case growth 11.9% over 1986-87 Estimated/Actual and 32.3% over 1986-87 budget. These increases have been weighted for projected mix between foster home and institutional cases.

BUDGET UNIT: 50107 FOSTER CARE
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES
$1,922,589 increase ($6,875,668 to $8,798,257)

- $649,002 - Increase in Federal funding based on current and projected caseload growth.
- $1,273,587 - Increase in State funding based on current and projected caseload growth.

NET COUNTY COST
$56,507 increase ($287,232 to $343,739)

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget is part of the Aid to Families with Dependent Children (AFDC) program. The funding requirements for this program provide cash assistance payments to foster parents or to institutions which provide care and shelter for qualified children.

The payment level for AFDC-Foster Care is determined by the State Department of Social Services Foster Care Rate-Setting Program. This program has established a five-level foster home payment scale, as well as institutional rates. For Fiscal Year 1986-87, the Governor's budget proposes no cost-of-living adjustments for this program.

The $1,979,096 (27.6%) recommended increase in program costs and corresponding $56,507 increase in mandated Net County Cost is directly attributable to a significantly higher than anticipated institutional caseload during 1986-87. This trend is expected to continue in 1987-88. For the current year, 8,956 combined case months were budgeted; based on current experience, a total of 11,856 case months are projected by June 30, 1987. This unanticipated growth will cause a 1986-87 program deficit of approximately $775,173 ($7,162,900 budget versus $7,938,073 Estimated Actual). The County share of this additional cost is approximately $11,239, with the balance covered by State/Federal funding.

Although no rate increases are included in the 1987-88 budget, it is important to understand the factors that determine actual program costs. There is a substantial difference between the cost of placing a child in a foster home versus an institution. Further, the age of a child in a foster home determines the monthly cost, which can range from $291 to $408 per month per child. If there happens to be an unusually high number of older children in foster homes during the year, overall costs rise. The following table displays the foster home monthly payment scales over a five-year period:

FOSTER HOME PAYMENT SCHEDULE

Age Group	1984-85 Payment Level	1985-86 Payment Level	1986-87 Payment Level	1987-88 Payment Budget
0-4	$280	$291	$291	$291
5-8	304	316	316	316
9-11	324	337	337	337
12-14	360	374	374	374
15-20	392	408	408	408

The most important budgetary factor, however, is the number of children in institutions, since the average cost for an institutional placement is almost five times higher than that for a foster home. Since the monthly rates at various institutions vary widely, the mix of facilities used can also affect overall program costs. At an average current cost of $21,000 per year per child (versus $18,660 in 1986-87) in an institutional placement, an increase in the number of these cases can cause a major increase in overall program costs.

BUDGET UNIT: 50107 FOSTER CARE
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

The table below shows the growth in annual cases and average cost per case over the past seven years along with 1987-88 budget projections:

	Foster Homes		Institutions	
Fiscal Year	Cases	Average Monthly Cost	Cases	Average Monthly Cost
1980-81	352	$229	271	$1,022
1981-82	339	256	256	1,146
1982-83	323	263	275	1,173
1983-84	342	282	260	1,300
1984-85	425	328	220	1,449
1985-86	444	335	258	1,555
1986-87 (Est.)	614	325	269	1,745
1987-88 (Proj.)	687	344	301	1,745

In the figures above, what appears to be a relatively minor 32-case increase between 1986-87 estimated and 1987-88 projected institutional cases results in an additional annual funding requirement of $670,080 at the current $1,745 average monthly cost per child. To maintain cost control in this program, the Human Services Agency strives to utilize local foster homes whenever possible. In cases where an institutional placement is necessary, local placement facilities are used to the extent possible.

The 95% State/5% County sharing ratio on the non-Federal portion of program costs has been extended through June 30, 1988. This extension was enacted by the legislature as AB 454, Chapter 1426, Statutes of 1985.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50108 AID FOR THE ADOPTION OF CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 382,161	$ 389,880	$ 529,200	$ 529,200	$139,320
TOTAL APPROP	$ 382,161	$ 389,880	$ 529,200	$ 529,200	$139,320
Earned Revenue By Source					
• Aid-Other Govt	$ 382,162	$ 389,880	$ 529,200	$ 529,200	$139,320
TOTAL REVENUE	$ 382,162	$ 389,880	$ 529,200	$ 529,200	$139,320
NET COUNTY COST	$ (1)	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Aid for the Adoption of Children Program is mandated by the California Welfare and Institutions Code.

PURPOSE

Provides cash assistance to families of adoptive children when the child has unusual or special needs, and would otherwise not be adopted because of these needs.

WORKLOAD DATA

Workload indicators in the Aid for Adoption Program are important in two key areas: 1) the number of ongoing cases receiving monthly grant payments, which determines overall expenditures from this benefit payments budget unit, and 2) adoptions processing activity, which determines the administrative and legal workload for staff.

	Actual 83-84	Actual 84-85	Actual 85-86	Budget 86-87	Est./ Act. 86-87	Proj. 87-88
Caseload						
Grant Payment Case Months	516	870	1,310	1,368	1,477	1,680
Adoptions Activity						
Adoptions Arranged	108	130	120	120	178	185
Children Placed for Adoption	43	57	60	70	34	50
Adoptions Legally Completed	37	42	50	70	74	80

Grant Payment Case Months are the combined monthly cases over a 12-month period for hard-to-place children receiving ongoing grant payments. To a degree, these figures are cumulative from year-to-year. Once a child is placed, the grant payments to the family, in severe cases, can continue until the child reaches age 18.

Adoptions Arranged are those cases in progress where the adoption is in progress but the child has not yet been placed with the family.

BUDGET UNIT: 50108 AID FOR THE ADOPTION OF CHILDREN
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

Children Placed for Adoption are those cases in progress where the child has been placed in the home but the legal process has not yet been completed.

Adoptions Legally Completed are those cases which have been finalized. Monthly grant payments for some hard-to-place children can continue after the adoption is completed until the child reaches age 18.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$139,320 increase ($389,880 to $529,200)
- $139,320 – Increase to offset 1986-87 case growth 8% above budget and projected 1987-88 growth 13.7% above current levels. Note: 1986-87 Estimated/Actual Expenditures will be approximately $76,676 over budget due to higher than anticipated case growth.

REVENUE
$139,320 increase ($389,880 to $529,200)
- $103,370 – Increase in State funding based on projected caseload growth.
- $50,350 – Increase in Federal funding based on projected caseload growth.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Aid for Adoption of Children Program is fully funded by State and Federal sources, with no local match required. The budget is projected to increase by $139,320 over the current $389,880 approved level due to the continuing rapid rise in total benefit payment case months. The increase is based on 1) the fact that 1986-87 program expenditures will exceed the budget by $76,000 due to unanticipated case growth 8% above plan, and 2) the anticipated continuation of this rising rate of growth through 1987-88. The primary factors in this rapid growth are:

- The increased number of hard-to-place children becoming available for adoption and being adopted.

- The addition of two more social workers in 1986-87 to the program to expedite the adoption process.

- The addition of two full-time attorneys over the past 18 months handling child welfare cases.

- The somewhat cumulative effect of adding more hard-to-place children to the cash assistance program. In severe cases, these children can remain in the program from infancy through age 18.

Not included in this budget is the projected 1987-88 cost of $427,863 to administer this program, which is funded within the Human Services Administrative Budget No. 50101.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **50110 PUBLIC ASSISTANCE-GENERAL RELIEF**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 1,397,786	$ 1,717,830	$ 2,119,968	$ 2,119,968	$402,138
TOTAL APPROP	$ 1,397,786	$ 1,717,830	$ 2,119,968	$ 2,119,968	$402,138
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 1,397,786	$ 1,717,830	$ 2,119,968	$ 2,119,968	$402,138
TOTAL STAFFING	0	0	0	0	0

MANDATE

The General Relief Program is mandated by Welfare and Institutions Code Section 17000. The means of providing the required support is at the discretion of the Board of Supervisors, as is the level of support. All costs are the responsibility of the County.

PURPOSE

Provides assistance payments for food, shelter, and utilities to County residents who do not qualify for categorical aid programs.

WORKLOAD DATA

The combined monthly totals of families and individuals receiving General Relief benefit payments over a 12-month period are the indicators of workload for this program.

	--------Actual-------			Budget	Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	86-87	87-88
Case Months:						
Individuals	10,811	10,760	11,259	11,508	12,260	14,088
Families	1,194	843	615	657	446	504
Total	12,005	11,603	11,874	12,165	12,706	14,592
Percentage Change	2.3%	(3.3%)	2.3%	2.4%	7.0%	14.8%

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$402,138 increase ($1,717,830 to $2,119,968)

- $84,528 - Increase based on $6 per month increase in monthly housing allowance for single individuals.
- $186,300 - Increased aid payments for normal caseload growth in single cases (from the 1986-87 budgeted level of 959 individuals/month to 1,174 for 1987-88. Current caseload averages 1,022 persons/month).
- $162,000 - Estimated first-year impact of new homeless shelter in Stockton; it is anticipated that this facility will result in increased numbers of single individuals (above normal growth levels) applying for General Relief.
- ($30,690) - Decrease for projected decline in family cases (from 1986-87 budgeted level of 54 families/month to 42 for 1987-88. Current caseload averages 37 families/month).

BUDGET UNIT: 50110 PUBLIC ASSISTANCE-GENERAL RELIEF
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

NET COUNTY COST
$402,138 increase ($1,717,830 to $2,119,968)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended appropriation for this mandated, 100% County-funded aid program has increased $402,138, or 23.4% for 1987-88. This increase is based on 1) combined individual and family caseload growth in 1986-87 of 7% 2) proposed 5% increase in rents for housing single individuals, 3) the anticipated effects of the opening of the Homeless Shelter in Stockton this fall, and 4) the potential effect of new immigration laws on County aid programs. The rental rate increase is proposed as a continuation of policy set by the Board of Supervisors in 1984-85.

The following chart summarizes average monthly General Relief caseload and cost data for the past seven years along with 1987-88 projections:

	One Person Cases		Family Cases		
Fiscal Year	No.	Average Authorized Monthly Payment	No.	Average Authorized Monthly Payment	Total Annual Cost*
1980-81	692	$ 94	56	$ 89	$ 752,103
1981-82	688	99	75	73	793,599
1982-83	877	102	101	152	1,181,140
1983-84	901	105	100	228	1,230,913
1984-85	897	116	70	249	1,297,648
1985-86	921	124	58	234	1,397,786
1986-87 (Est.)	1,022	127	37	265	1,717,830
1987-88 (Proj)	1,174	141	42	265	2,119,968

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*The combined totals of number of cases times average monthly payment for each aid category do not add to total annual cost because some cases are not in the program for a full 12 months during the fiscal year.

A shelter to house homeless individuals has been approved for the downtown Stockton area. Construction is underway with a scheduled opening planned for late fall. The ongoing cost impact of this facility on the General Relief budget is unknown. It is conservatively estimated, based upon a preliminary evaluation, that a minimum increased 1987-88 first-year cost in the range of $98,000 to $162,000 may result from additional individuals qualifying for aid payments. Also, locating additional Human Services administrative support staff at this facility could cost the County an additional $143,850 annually based on preliminary estimates. The potential added fiscal impact on the County could be substantially higher than this initial $241,850 to $305,850 estimate if this facility serves to draw significant numbers of the homeless eligible for General Relief to Stockton from other areas. These ongoing costs would very likely be the sole responsibility of the County, and would, therefore, be funded entirely with General Fund dollars. Note: No funds for additional Human Services support staff at the homeless shelter are included in the Proposed Budget.

In June 1980, the County began requiring able-bodied General Relief recipients to participate in a Work Project and Job Search program. Participants perform community service work (park maintenance/litter clean-up, building landscape maintenance, automobile servicing, etc.) four days a week at various sites throughout the County. Transportation is provided, where necessary, to the sites, which include various County parks as well as the Courthouse and the Motor Pool. The remaining day each week is intended for the participants to

BUDGET UNIT: 50110 PUBLIC ASSISTANCE-GENERAL RELIEF
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

conduct job search activities. Failure to comply with program requirements can lead to an administrative hearing and a possible 30-day suspension of all General Relief benefit payments. The summary below highlights the work project activities for the period from July 1986 through February 1987:

	Number Assigned To Work Project	Number Assigned to Job Search
July	338	620
August	309	581
September	309	581
October	289	581
November	294	537
December	354	610
January	396	698
February	400	664

The recommended General Relief appropriation of $2,119,968 for 1987-88 is almost three times the $752,103 expenditure level of 1980-81. This represents an increase of 182% or an average annual increase of 26% over the past seven years. The full cost of this program is completely the responsibility of the County's General Fund and must be supported by local revenue sources.

The cost to administer the 1987-88 General Relief Program is budgeted at $482,673. The administrative cost is included in the Administrative budget No. 50101. Combined with the aid program (benefit payments) cost, County support of the General Relief Program totals $2,602,641.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50111 PUBLIC ASSISTANCE-CALIFORNIA CHILDREN'S SERVICES
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 722,701	$ 976,850	$ 873,936	$ 873,936	$(102,914)
TOTAL APPROP	$ 722,701	$ 976,850	$ 873,936	$ 873,936	$(102,914)
Earned Revenue By Source					
• Aid-Other Govt	$ 657,647	$ 732,638	$ 655,452	$ 655,452	$ (77,186)
TOTAL REVENUE	$ 657,647	$ 732,638	$ 655,452	$ 655,452	$ (77,186)
NET COUNTY COST					
• Mandated	$ 65,054	$ 244,212	$ 218,484	$ 218,484	$ (25,728)
TOTAL STAFFING	0	0	0	0	0

MANDATE

The California Children's Service (CCS) program is mandated by the California Welfare and Institutions Code and by other State regulations.

PURPOSE

Provides payment for dental or medical care which can eliminate or reduce handicapping conditions.

WORKLOAD DATA

	--------Actual-------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Case Months:					
Total Children Case Months	16,909	17,629	18,025	17,772	18,600
Percentage Change		4.3%	2.3%	(1.4%)	4.7%

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$102,914 decrease ($976,850 to $873,936)

- ($102,914) - Decrease in projected charges from providers based on current experience and the projected increase in cases qualifying for Medi-Cal reimbursement.

REVENUES
$77,186 decrease ($732,638 to $655,452)

- ($77,186) - State funding reduction based on estimated budget requirements.

NET COUNTY COST
$25,728 decrease ($244,212 to $218,484)

BUDGET UNIT: 50111 PUBLIC ASSISTANCE-CALIFORNIA CHILDREN'S SERVICES
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended $873,936 budget for 1987-88 represents an appropriation decrease of $102,914. Although the number of cases is expected to increase by 4.7% over current levels, overall benefit payments are projected to be below 1986-87 requirements. This is caused by increasing numbers of cases qualifying for Medi-Cal reimbursement in lieu of CCS reimbursement. Medi-Cal eligible cases are included as part of the overall CCS caseload; the increase in Medi-Cal eligible cases represents a shift in funding sources, thereby reducing the cost of the CCS program.

The following chart summarizes activity and average costs per case in this program for the period January 1986 through January 1987:

		Average Cost Per Case		
Month	Caseload	Treatment	Diagnostic	Total
January 1986	1,513	$ 277	$100	$ 377
February	1,501	152	158	310
March	1,488	900	58	958
April	1,444	133	0	133
May	1,482	101	117	218
June	1,492	516	142	658
July	1,479	434	0	434
August	1,486	2,350	0	2,350
September	1,455	479	135	614
October	1,477	188	110	298
November	1,506	378	214	592
December	1,478	196	173	369
January 1987	1,484	138	166	304

The average payments per case vary greatly from month-to-month based on the type and cost of services needed by each child, which can range from minimal to extreme.

The $326,512 budgeted cost to administer the California Children's Services program in 1987-88 is included within the Human Services Administrative budget No. 50101.

The Net County Cost for this mandated program has decreased $25,728 from the 1986-87 approved level.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **50113 PUBLIC ASSISTANCE-REHABILITATION EXPENSE**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 4,697	$ 6,925	$ 0	$ 0	$ (6,925)
TOTAL APPROP	$ 4,697	$ 6,925	$ 0	$ 0	$ (6,925)
Earned Revenue By Source					
• Aid-Other Govt	$ 1,713	$ 6,425	$ 0	$ 0	$ (6,425)
TOTAL REVENUE	$ 1,713	$ 6,425	$ 0	$ 0	$ (6,425)
NET COUNTY COST					
• Mandated	$ 2,984	$ 500	$ 0	$ 0	$ (500)
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Rehabilitation Expense program is required under Federal regulations regarding employment, child care, and runaways.

PURPOSE

Provides assistance payments to AFDC recipients in meeting child care expenses while preparing for employment; also provides Federal funds to cover the transportation costs of returning runaway children.

TRANSFER OF PROGRAM COSTS TO BUDGET UNIT NO. 50101

Effective July 1, 1987, Rehabilitation program costs are being transferred to the Human Services Administrative budget due to the minimal level of program activity and expenditures over the past several years. Total expenditures in 1986-87 are estimated at $1,073, with a Net County Cost of $308.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50118 PUBLIC ASSISTANCE-HOMEMAKER SERVICES
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 1,421,510	$ 1,537,500	$ 1,754,500	$ 1,754,500	$217,000
TOTAL APPROP	$ 1,421,510	$ 1,537,500	$ 1,754,500	$ 1,754,500	$217,000
Earned Revenue By Source					
• Aid-Other Govt	$ 1,423,413	$ 1,537,500	$ 1,754,500	$ 1,754,500	$217,000
TOTAL REVENUE	$ 1,423,413	$ 1,537,500	$ 1,754,500	$ 1,754,500	$217,000
NET COUNTY COST					
• Mandated	$ (1,903)	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Homemaker Services Program is mandated by Welfare and Institutions Code Sections 12300 to 12306.

PURPOSE

Provides in-home supportive services (chores, housekeeping, homemaker, and other non-medical services) through a contract provider to public assistance-eligible recipients who might otherwise not be able to continue in an independent living environment.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Case Months	13,764	14,351	14,420	14,773	15,150
Percentage Change		4.3%	.5%	2.5%	2.6%

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$217,000 increase ($1,537,500 to $1,754,500)

- $217,000 - Increased contract payments based on projected case growth and slight increase in hours to existing clients.

REVENUES
$217,000 increase ($1,537,500 to $1,754,500)

- $162,750 - Federal funding increase based on caseload growth and increased service hours.
- $54,250 - State funding increase based on caseload growth and increased service hours.

BUDGET UNIT: 50118 PUBLIC ASSISTANCE-HOMEMAKER SERVICES
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

For the first ten months of 1986-87, a total of 1,148 clients received 221,525 hours of in-home services, thereby allowing these individuals to remain in their homes without costly hospitalization or nursing care.

The IHSS program works in conjunction with two other County-operated programs, Linkages and Multipurpose Senior Services Program, to provide in-home care and support services as an alternative to costly nursing homes or intermediate care facilities. Services available under the IHSS program are designed to meet individual needs and to assure safety in the at-home living environment. Services may include:

- Domestic services which include housekeeping.
- Meal preparation and kitchen clean-up.
- Laundry.
- Shopping for food.
- Non-medical personal services (bathing, etc.).
- Medical transportation.
- Protective supervision (respite care to relieve family members who provide full-time care).

The 1987-88 Proposed Budget for In-Home Supportive Services (IHSS) reflects an increase of $217,000 from the 1986-87 level. This increase is based on the second-year contract with Remedy Home and Health Care effective June 1, 1987. An estimated 265,000 hours of services will be provided in 1987-88, an increase of 15,000 hours over the current contract level. This increase is based on current and projected caseload growth of 2.6% and a slight increase in hours to those existing clients with high levels of need for supportive services.

No County match is required for this State/Federal funded program.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50121 PUBLIC ASSISTANCE-ADULT SPECIAL CIRCUMSTANCES PROGRAM
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 21,796	$ 34,300	$ 43,800	$ 43,800	$ 9,500
TOTAL APPROP	$ 21,796	$ 34,300	$ 43,800	$ 43,800	$ 9,500
Earned Revenue By Source					
• Aid-Other Govt	$ 21,796	$ 34,300	$ 43,800	$ 43,800	$ 9,500
TOTAL REVENUE	$ 21,796	$ 34,300	$ 43,800	$ 43,800	$ 9,500
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Adult Special Circumstances Program is mandated by Welfare and Institutions Code Section 12500.

PURPOSE

Provides payment to SSI/SSP recipients for non-recurring special needs such as replacement of essential household furniture, equipment, and/or parts of a home damaged by fire, etc.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Case Months	60	36	71	100	120
Percentage Change		(40.0%)	97.2%	40.8%	20%

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$9,500 increase ($34,300 to $43,800)
- $9,500 - Increased costs resulting from projected caseload growth.

REVENUES
$9,500 increase ($34,300 to $43,800)
- $9,500 - State funding increase based on caseload growth.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 recommended appropriation for Adult Special Circumstances reflects an increase of $9,500 over the 1986-87 level based on current caseload growth. There is no Net County Cost for this State funded program.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: HUMAN SERVICES AGENCY
REFUGEE PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 60,336	$ 66,502	$ 66,142	$ 66,142	$ (360)
• Svcs/Supplies	26,696	18,856	33,641	33,641	14,785
• Other Charges	2,153,580	2,249,198	2,028,147	2,028,147	(221,051)
TOTAL APPROP	$ 2,240,612	$ 2,334,556	$ 2,127,930	$ 2,127,930	$ (206,626)
Earned Revenue By Source					
• Aid-Other Govt	$ 1,933,196	$ 2,334,556	$ 2,127,930	$ 2,127,930	$ (206,626)
TOTAL REVENUE	$ 1,933,196	$ 2,334,556	$ 2,127,930	$ 2,127,930	$ (206,626)
NET COUNTY COST					
• Mandated	$ 307,416	$ 0	$ 0	$ 0	$ 0
ALLOCATED POS	1	1	1	1	0
TEMPORARY (FTE)	1	1	1	1	0
TOTAL STAFFING	2	2	2	2	0

SUMMARY

This presentation is a summary of three budget units providing cash assistance/training to refugees: 50124 Indo-Chinese Refugee Program; 50126 Indo-Chinese Refugee Time Expired Program; and 50129 Refugee Assistance Grant (Targeted Assistance Program).

PROGRAM HIGHLIGHTS

- The total appropriation of $2,127,930 represents the Federal support for refugees covered by these programs. Of this total, $1,045,680 is for benefits payments and $1,092,250 is for training programs.
- A total of 240 refugee cases per month are supported by these budget units.
- An estimated 4,000 cases, not reflected in these cost figures above, are contained in the AFDC-Family Group and Unemployed Parent program budget unit (No. 50106) for 1987-88.
- The Indo-Chinese Refugee programs plus the AFDC programs support an estimated 20,000 individual refugees. Total 1987-88 benefit payments to refugees from these programs are projected to exceed $43.7 million.
- Public Law 99-177 (Gramm-Rudman-Hollings) reduced full Federal funding for refugees from 36 months to 31 months, effective March 1, 1986, effectively transferring a portion of support cost to the County.
- The Targeted Assistance program anticipates placing 240 individuals into employment in 1987-88.
- The $1,092,250 Targeted Assistance budget unit supports various community organizations that provide marketable skills to refugees.

BUDGET UNIT: 50124 **PUBLIC ASSISTANCE-INDO-CHINESE REFUGEE PROGRAM**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$1,294,979	$ 1,442,658	$ 1,021,680	$ 1,021,680	$ (420,978)
TOTAL APPROP	$1,294,979	$ 1,442,658	$ 1,021,680	$ 1,021,680	$ (420,978)
Earned Revenue By Source					
• Aid-Other Govt	$1,294,979	$ 1,442,658	$ 1,021,680	$ 1,021,680	$ (420,978)
TOTAL REVENUE	$1,294,979	$ 1,442,658	$ 1,021,680	$ 1,021,680	$ (420,978)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Indo-Chinese Refugee Program is mandated by Federal Public Laws 95-549, 96-110, and 96-212.

PURPOSE

Provides cash assistance to refugees for the first 18 months of residency in the United States. Grant levels are established at AFDC rates.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Case Months	2,057	2,982	3,787	2,786	2,640
Percentage Change		45.0%	27.0%	(26.4%)	(5.2%)

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$420,978 decrease ($1,442,658 to $1,021,680)

- ($420,978) - Decreased benefit payments based on a 5.2% caseload decrease from current levels, partially offset by a 3.6% COLA increase. Note: Estimated expenditures for 1986-87 are $466,116 below budget due to a significant decrease in cases.

REVENUES
$420,978 decrease ($1,442,658 to $1,021,680)

- ($346,458) - Decrease in Federal funding based on projected decline in caseload.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Proposed Budget for the Indo-Chinese Refugee Program is $420,978 below the 1986-87 appropriation. This 29.2% decrease reflects a substantial decline in the number of first-time eligible individuals coming to this

BUDGET UNIT: 50124 **PUBLIC ASSISTANCE-INDO-CHINESE REFUGEE PROGRAM**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

PROGRAM DISCUSSION OF 1987-88 BUDGET

County. From a total of 274 cases in July 1986, there has been a steady decline to a current monthly average of approximately 220 cases. The current level is expected to remain fairly constant throughout 1987-88. Further, individuals who are eligible for other aid programs no longer receive benefit payments from this program.

A 3.6% cost-of-living adjustment has been provided in keeping with Federal requirements to maintain equality with AFDC grant levels.

Individuals who are removed from this program either qualify for AFDC aid programs, move to the Indo-Chinese Time Expired Program for the second 18-month period, or matriculate into the job market. This program is 100% Federally funded.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50126 PUBLIC ASSISTANCE-INDO-CHINESE REFUGEE TIME EXPIRED
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 12,172	$ 7,680	$ 24,000	$ 24,000	$ 16,320
TOTAL APPROP	$ 12,172	$ 7,680	$ 24,000	$ 24,000	$ 16,320
Earned Revenue By Source					
• Aid-Other Govt	$ 15,521	$ 7,680	$ 24,000	$ 24,000	$ 16,320
TOTAL REVENUE	$ 15,521	$ 7,680	$ 24,000	$ 24,000	$ 16,320
NET COUNTY COST					
• Mandated	$ (3,349)	$ 0	$ 0	$ 0	0
TOTAL STAFFING	0	0	0	0	0

MANDATE

This program is mandated by Federal Public Laws 95-549, 96-110, and 96-212.

PURPOSE

Provides reduced cash grants to refugees who have been in this country more than 18 months, but less than 36 months. Grant levels equivalent to the General Relief program.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Budget 86-87	Est./Act. 86-87	Proj. 87-88
Case Months	884	153	103	80	289	240
Percentage Change		(82.7%)	(32.7%)	(22.3%)	180.6%	(17.0%)

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES
$16,320 increase ($7,680 to $24,000)
- $16,320 - Increase in benefits payments over 1986-87 budget. Note: Estimated 1986-87 expenditures will exceed budget by approximately $24,000 ($31,690 estimated versus $7,680 budgeted). The recommended 1987-88 appropriation of $24,000 represents a $7,100 reduction from current expenditure levels.

REVENUES
$16,320 increase ($7,680 to $24,000)
- $16,320 - Increase in Federal funding based on projected case levels.

BUDGET UNIT: 50126 PUBLIC ASSISTANCE-INDO-CHINESE REFUGEE TIME EXPIRED
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Indo-Chinese Refugee Time Expired Program is projected to require $16,320 more than in 1986-87. The increase is based on current expenditures four times larger than anticipated in the 1986-87 budget. A 17% reduction in cases from the current level is projected for 1987-88, but this is still well above the 1986-87 budgeted program requirements. This recent growth appears to be caused by older single refugees who have located in this County who do not qualify for other aid programs. Until recently, once participants in the initial 18-month program (see Budget Unit No. 50124) reached this second 18-month program with its lower monthly payments (equivalent to General Relief grant levels), they tended to drop out of the program either by qualifying for the higher benefit payments of AFDC or by entering the job market. However, the individuals who are now applying for this program do not qualify for any other aid and apparently will remain in this program until their eligibility expires after 18 months.

There is no County match for this Federally-funded program.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 50129 PUBLIC ASSISTANCE-REFUGEE ASSISTANCE GRANT
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 60,336	$ 66,502	$ 66,142	$ 66,142	$ (360)
• Svcs/Supplies	26,696	18,856	33,641	33,641	14,785
• Other Charges	846,429	798,860	982,467	982,467	183,607
TOTAL APPROP	$ 933,461	$ 884,218	$ 1,082,250	$ 1,082,250	$ 198,032
Earned Revenue By Source					
• Aid-Other Govt	$ 0	$ 884,218	$ 1,082,250	$ 1,082,250	$ 198,032
• Other Revenue	0	0	0	0	0
TOTAL REVENUE	$ 0	$ 884,218	$ 1,082,250	$ 1,082,250	$ 198,032
NET COUNTY COST					
• Mandated	$ 933,461	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITION	1	1	1	1	0
TEMPORARY (FTE)*	1	1	1	1	0
TOTAL STAFFING	2	2	2	2	0

*Full-time equivalent

MANDATE

The Federal Refugee Assistance Grant is under the auspices of the Refugee Resettlement Program, which is mandated by Federal Public Laws 95-549, 96-110, and 96-212.

PURPOSE

Provides funds to reimburse contract providers who are preparing refugees for entry into the job market.

WORKLOAD DATA

Workload estimates for the Targeted Assistance Program have been adjusted to reflect the County's fiscal year. The actual contract periods overlap fiscal years beginning in November 1983.

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Clients:					
Served by programs*	193	503	470	481	400
Placed in jobs	33	79	284	172	240

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*Liaison, referral, translation services, and community development have not been included.

BUDGET UNIT: 50129 **PUBLIC ASSISTANCE-REFUGEE ASSISTANCE GRANT**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$360 decrease ($66,502 to $66,142)

- $955 - Normal salary adjustments.
- ($1,315) - Reduced Extra-Help contract costs based on 1986-87 actual experience.

SERVICES & SUPPLIES

$14,785 increase ($18,856 to $33,641)

- $16,725 - Increase in Auditor-Controller time and charges for contract program provider audits.
- $480 - Increase - new charge for maintenance of Sperry PC purchased in 1986-87.
- ($2,420) - Decrease in Indirect Cost. Indirect Cost is claimed at 10% of all claimable salaries. These costs are budgeted at $84,150 for 1987-88 and include the cost of salaries under Professional and Specialized Services, as well as normal salary costs.

OTHER CHARGES

$183,607 increase ($798,860 to $982,467)

- $183,607 - Increased level of contract services under new TA IV Grant.

REVENUES

$198,032 increase ($884,218 to $1,082,250)

- $198,032 - Increased TA IV Grant funding.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Targeted Assistance Program in San Joaquin County began in November 1983 under an initial 17-month contract. The program is intended to help refugees develop marketable work skills in order to become economically self-sufficient. During the initial contract period, the program succeeded in placing 112 individuals. Because of the County's continued high refugee population, a second grant (TA II) was approved beginning in March 1984.

On April 1, 1986, the County was awarded a third Targeted Assistance grant (TA II-A) in the amount of $788,707. Under TA II-A, six contract agencies were funded to provide employment-directed services for refugees from July 1, 1986, through March 30, 1987, at a total contract cost of $697,383. A brief description of each funded project follows:

1. California Human Development Corporation $213,444

   Southeast Asian Targeted Assistance Project II-A - Offers vocational skills training, vocational English-as-a-Second-Language (ESL), and job placement in seven skilled areas: electronic production, basic automotive, industrial maintenance, shipping and receiving, clerical, accounting, and welding.

   In addition, the On-the-Job Training (OJT) program offers employers reimbursement for a portion of the client's wage while training for a pre-agreed amount and length of time. The OJT opportunities allow an employer to train people on the firm's own premises and be reimbursed for up to 50% of wages during training.

2. Northern California Economical Council and
   Cambodian Community of Stockton $120,215

   San Joaquin Community Employment Project - offers vocational training and employment services in the fields of warehousing, retail sales, janitorial services, and hotel/house cleaning.

BUDGET UNIT: 50129 **PUBLIC ASSISTANCE-REFUGEE ASSISTANCE GRANT**
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

3. Vietnamese Voluntary Foundation, Inc. $161,734

   On-the-Job Training Project - develops specific skills to a labor market-demand occupation for refugees. An employer may be reimbursed up to 50% of training expenses and must commit to hiring the trainee after successful completion of training.

4. Lao Family Community, Inc. . . . . $ 68,166

   Small Business Technical Assistance Project - provides management and technical assistance to qualified refugee firms and individuals seeking assistance.

5. Stockton Business Development Program . . . . $ 29,214

   Small Business Development for the Refugee Community - provides technical and educational support to refugee entrepreneurs starting or expanding a business in the urban Stockton area.

6. Lao Khmu Association, Inc. $104,610

   Refugee Resource Center - provides a broad range of referral, liaison, translation, and crisis intervention services for refugees. It also publishes a monthly newsletter in four Southeast Asian languages to keep refugees informed on current events, important issues, and areas of interest.

Total Contract Services $697,383

On January 20, 1987, San Joaquin County Board of Supervisors approved the receipt of the fourth Targeted Assistance (TA IV) Grant in the amount of $1,082,250. A June 1987 start-up is planned. The TA IV projects will focus primarily on those refugees in need of the following:

- Vocational Training
- Vocational ESL
- Individualized Referral
- On-the-Job Training

There is no Net County Cost for this Federally-funded program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To prepare a County Plan aimed at enhancing the economic self-sufficiency of refugees with the involvement of various community, business, and refugee groups.	1. Developed an employment-directed County Plan with input from various community, business, advisory, and refugee groups.
2. To subcontract with non-profit public, and private organizations to reduce public assistance dependency of refugees and promote self-sufficiency by providing employment services which enhance their employment potential as well as increase their ability to find and retain jobs.	2. Subcontracted with six non-profit agencies to deliver employment-directed services for refugees. Four out of the six subcontracted agencies were refugee community-based organizations.

BUDGET UNIT: 50129 PUBLIC ASSISTANCE-REFUGEE ASSISTANCE GRANT
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To monitor the fiscal and program effectiveness of service providers and recommend changes for improvement.	3. Conducted extensive fiscal and program monitoring of service providers throughout the program year.
4. To meet the following performance objectives as outlined in the County Plan:	4. Performance goals were met in all areas except job placements.

Component	No. to be Served	No. to be placed In Jobs	No. Served	% of Obj.	No. Placed In Jobs	% of Obj.
Vocational Training	133	80	139	105%	70	88%
On-the-Job Training	117	68	199	170%	62	91%
Economic Development	44	26	54	123%	30	115%
8 Businesses created			9 Businesses created			113%
5 Businesses expanded			6 Businesses expanded			120%
Extreme & Unusual Need: 1,230 clients served with social adjustment services.			1,432 clients served			116%
32,000 copies of multilingual newsletter published.			32,000 copies published			100%

1987-88 OBJECTIVES

1. To prepare a County IV Plan aimed at enhancing the economic self-sufficiency of refugees with the involvement of various community, business, and refugee groups.

2. To subcontract with non-profit, public, and private organizations to reduce public assistance dependency of refugees and promote self-sufficiency by providing employment services which enhance their employment potential as well as increase their ability to find and retain jobs.

3. To monitor the fiscal and program effectiveness of service providers and recommend changes for improvement.

4. To meet the following performance objectives as outlined in the TA IV Plan:

Component	No. to be Served	No. to be placed In Jobs
Vocational Training	133	80
Vocational Training/ Individualized Referral	67	40
On-the-Job Training	200	120
Social Adjustment Service	1,350	N/A
Publication of Multilingual Newsletter	54,000 copies	

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 533 BURIALS
DEPARTMENT: SHERIFF-CORONER
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: JOHN ZUNINO

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 25,596	$ 55,000	$ 55,000	$ 55,000	$ 0
TOTAL APPROP	$ 25,596	$ 55,000	$ 55,000	$ 55,000	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 25,596	$ 55,000	$ 55,000	$ 55,000	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

The activities funded by this budget are mandated under Sections 27460 and 27462 of the Government Code and by Sections 943, 946, 948 and 949 of the Military and Veterans Code. Level of service is discretionary but is dependent upon number of annual applicable deaths.

PURPOSE

Provides funds for the disposition of indigent dead, the installation of indigent veterans' headstones, and care of veterans' plots.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Total Cases	104	132	98	75	130

Despite FY 1986-87 Estimated Actual Expenditures totaling only $25,000, the recommended appropriation remains at $55,000. This is because costs and workload are beyond the control of the Sheriff-Coroner. If FY 1987-88 actual costs remain low, reduced appropriations will be recommended in future fiscal years.

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit experienced a tremendous drop in expenditures during the 1985-86 year. Costs for 1986-87 are projected to be about 50% of appropriations. This is directly attributable to increased attention and scrutiny of financial eligibility by the Coroner Division. The 1987-88 budget will operate under a sole-source provider concept which has streamlined administrative processes to hold overall cost increases down.

CONCURRENCE

Mr. John Zunino, Sheriff-Coroner, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: DEPARTMENT OF AGING & COMMUNITY SERVICES
ALL COMMUNITY ACTION AGENCY PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

Summary

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 397,174	$ 503,623	$ 530,677	$ 530,677	$ 27,054
• Svcs/Supplies	163,368	231,802	246,301	246,301	14,499
• Other Charges	321,925	321,256	337,971	337,471	16,215
• Fixed Assets	3,056	7,250	6,598	6,598	(652)
Total Expend	$ 885,523	$ 1,063,931	$ 1,121,547	$ 1,121,047	$ 57,116
• Intrafund Trans	(59,232)	(160,653)	(187,165)	(187,165)	(26,512)
TOTAL APPROP	$ 826,291	$ 903,278	$ 934,382	$ 933,882	$ 30,604
Earned Revenue By Source					
• Lic/Permits	$ 37,538	$ 35,000	$ 35,000	$ 35,000	$ 0
• Use Money/Prop	4,596	4,100	4,000	4,000	(100)
• Aid-Other Govt	542,209	737,872	680,062	680,062	(57,810)
• Charges for Svcs	26,202	31,200	34,400	34,400	3,200
• Other Revenue	7,561	6,500	6,500	6,500	0
TOTAL REVENUE	$ 618,106	$ 814,672	$ 759,962	$ 759,962	$(54,710)
NET COUNTY COST					
• Mandated	$ 89,066	$ (76,171)	$ 0	$ 0	$ 76,171
• Discretionary	119,119	164,777	174,420	173,920	9,143
TOTAL NET COUNTY COST	$ 208,185	$ 88,606	$ 174,420	$ 173,920	$ 85,314
ALLOCATED POSITIONS	2.7	0.0	0.0	0.0	0.0
TEMPORARY (FTE)*	22.2	24.1	26.7	26.7	2.6
TOTAL STAFFING	24.9	24.1	26.7	26.7	2.6

*Full-time equivalent

SUMMARY

This presentation is a summary of seven budget units which provide community services to the economically disadvantaged residents in San Joaquin County. They include: 53700-Community Action Agency; 53706-AB 2994 Child Abuse; 53707-AB 1733 Child Abuse; 53708-JTPA Older Workers; 53709-Community Garden Program; 53710-Government Community Program; and 54000-Community Services.

PROGRAM HIGHLIGHTS

- A total of $1,121,047 is recommended for the ongoing support of Community Action Agency (CAA) and community services programs in 1987-88.
- The Community Action Agency will operate on a total appropriation of $492,294 in 1987-88. Of this amount, $425,738 represents Federal and State grants and $66,556 represents the discretionary Net County Cost for anti-poverty programs.
- For 1987-88, the Community Action Agency will provide a variety of services through its network of eight community centers, including: counseling, emergency food/clothing closets, translation, recreation, and day care services.
- $20,074 is allocated for the operation of 15 community gardens to help the economically disadvantaged meet their nutritional needs.

BUDGET UNITS: DEPARTMENT OF AGING AND COMMUNITY SERVICES
ALL COMMUNITY ACTION AGENCY PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM HIGHLIGHTS

- The County will spend $82,460 in Federal funds for the coordination and distribution of surplus government food commodities to approximately 13,000 eligible households throughout the County.
- $208,864 is allocated for Child Abuse Prevention and Intervention programs for 1987-88.
- The County will provide community-based organizations with a total of $136,239 in ongoing support of child abuse prevention and domestic violence programs.
- The CAA programs are reviewed by an Advisory Board consisting of members of the Board of Supervisors, private organizations, and elected representatives of the disadvantaged. Program and policy recommendations are developed for submission to the Board of Supervisors.

BUDGET UNIT:	**537 COMMUNITY ACTION AGENCY**
DEPARTMENT:	**AGING & COMMUNITY SERVICES**
FUNCTION:	**HUMAN SERVICES**
RESPONSIBLE MANAGER:	**HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 329,265	$ 358,172	$ 370,099	$ 370,099	$ 11,927
• Svcs/Supplies	112,512	122,200	122,195	122,195	(5)
• Fixed Assets	87	750	0	0	(750)
TOTAL APPROP	$ 441,864	$ 481,122	$ 492,294	$ 492,294	$ 11,172
Earned Revenue By Source					
• Interest & Rents	$ 4,596	$ 4,100	$ 4,000	$ 4,000	$ (100)
• Aid-Other Govt	397,894	388,738	388,738	388,738	0
• Charges for Svcs	25,000	29,800	33,000	33,000	3,200
TOTAL REVENUE	$ 427,490	$ 422,638	$ 425,738	$ 425,738	$ 3,100
NET COUNTY COST					
• Discretionary	$ 14,374	$ 58,484	$ 66,556	$ 66,556	$ 8,072
ALLOCATED POSITIONS	2.7	3.0	3.0	3.0	0
TEMPORARY (FTE)*	17.7	17.0	19.3	19.3	2.3
TOTAL STAFFING	20.4	20.0	22.3	22.3	2.3

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides administrative support for anti-poverty programs funded under the Community Services Block Grant. Anti-poverty programs include direct services, information/referral services, job development counseling, day care services, anti-crime workshops, and youth/adult recreation.

WORKLOAD DATA

Departmental activities include a wide range of anti-poverty services to the needy in this County. These services may be categorized into five major activities listed below:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Direct Services	15,208	17,267	15,000	17,536	18,000
Emergency Food & Clothing	2,519	2,985	2,500	2,492	2,550
Recreation	66,297	44,719	40,000	38,488	40,000
Workshops	207	286	225	502	510
Individual Referrals	13,964	38,930	35,000	33,600	36,600

BUDGET UNIT: 537 COMMUNITY ACTION AGENCY
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

Direct Services include translation and interpretation assistance; assistance with filling out forms and applications; employment, immigration, and other counseling; providing transportation; client advocacy; telephone reassurance calls to shut-ins; and assistance with filing income tax and renter's credit forms.

Emergency Food and Clothing includes providing food and clothing assistance to needy individuals and families through the operation of emergency food banks and clothing closets.

Recreation includes social, educational, and recreational activities for low-income youth, adults, and seniors. Activities vary from one age group to another but include arts and crafts, game room activities, low-organized general recreation sport programs, as well as high-organized group intramural sports programs.

Workshops include group meetings and discussions where expert information concerning energy conservation, health and nutrition, housing availability, crime prevention, budgeting, and other topics is presented to interested individuals, most of whom reside in areas plagued by a high incidence of poverty.

Individual Referrals include information and referral services which inform low-income, elderly, and disadvantaged individuals of the various services and programs available to them. Information and referral services include such areas as employment, housing, nutrition, health care, legal, income maintenance, and other needs, as requested.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$11,927 increase ($358,172 to $370,099)

- $11,927 - Full-year funding of one full-time and two part-time Taft Community Center positions.

SERVICES & SUPPLIES

$5 decrease ($122,200 to $122,195)

- $3,180 - Estimated/actual communication costs exceeded budget by $2,000 in 1986-87 due to higher costs & usage. Also includes additional cost for new Taft Center.
- $400 - Additional office supply costs for new Taft Center.
- $450 - Increased transportation costs for staff at new Taft Center.
- $5,640 - Utility cost increases at community centers, primarily for the new Taft Center and two expanded centers.
- $375 - Additional household supply costs for new Taft Center.
- $600 - Increased janitorial costs for new Taft Center.
- ($11,217) - Decrease in allocated Casualty Insurance charges from Auditor-Controller.
- $427 - Worker's Compensation allocation from Auditor-Controller.

FIXED ASSETS

$750 decrease ($750 to zero)

- ($750) - No fixed assets requested for 1987-88.

REVENUES

$3,100 increase ($422,638 to $425,738)

- ($100) - Decreased community center rental revenue.
- $800 - Increased Lathrop County Service Area funding contribution.
- $2,400 - Increased Pac-Tel property lease revenue.

NET COUNTY COST

$8,072 increase ($58,484 to $66,556)

BUDGET UNIT: 537 COMMUNITY ACTION AGENCY
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

During Fiscal Year 1987-88, the County will be constructing a new Taft Community Center. The Taft Community Center will be located at the Taft County Park and be operated by the Department of Aging, Children's and Community Services. This new $176,000 center will be approximately 3,300 sq. ft. in size and provide 3,500 low-income individuals with a variety of anti-poverty services during its first year of operation.

In addition to constructing a new Taft Community Center, the County will also be expanding the Northeast and Garden Acres Community Centers. The Northeast center received a $161,000 Senior Center Bond Act grant to add approximately 2,400 sq. ft. of additional space. The County share of cost is $10,500 for the project. This space will be used for commodity food distributions, senior recreation, and an after-school Latchkey child care program. The County will fund the $143,000 cost of renovating and expanding the Garden Acres Community Center. Under the current draft plan, the kitchen will be relocated and upgraded, new office space and lavatory facilities will be constructed, and the center's program area for commodities and senior recreation will be increased in size. All construction and renovation projects on the community centers are scheduled for completion by the fall of 1987. These projects are included in the Public Improvement Budget Unit No. 148.

With the addition of the Taft Community Center, the Community Action Agency program operates a total of eight community centers which provide various anti-poverty services throughout the County. The location and 1987-88 recommended operating budget of each Center are shown below.

CENTER	AREA SERVED	1987-88 RECOMMENDED
• Boggs Tract Center	West Stockton	$ 41,329
• Garden Acres Center	East Stockton	44,079
• Northeast Center	Central Stockton	48,217
• Lodi Community Center	Lodi	51,689
• Kennedy Center	South Stockton	61,447
• Lathrop Center	Lathrop	51,987
• Larch Clover	Tracy	53,469
• Taft Center	South Stockton	38,761
TOTAL		$390,978

Except for the Lodi center, which is leased, CAA community centers are all County-owned.

Under Salaries and Employee Benefits, there is an $11,927 increase for 1987-88. This increase represents full-year funding for staff at the new Taft Community Center. Other normal salary adjustment increases have been offset by reducing administrative personnel cost allocations to this program. Services and Supplies remain unchanged at $122,195. Additional operational costs for the new Taft Community Center and utility cost increases for the expanded Northeast and Garden Acres Community Centers, along with minor increases in various other operating costs, are fully offset by an $11,000 reduction in Casualty Insurance charges from the Auditor-Controller.

Most Community Action Agency program costs are funded by the Community Services Block Grant, which is unchanged from the 1986-87 level of $388,738. Two additional sources of revenue are $27,000 in County Service Area No. 4 funds which partially offset the operating cost of the Lathrop Community Center, and $6,000 in rental income received from a Pac-Tel rental agreement which contribute to the operating costs of the Taft Community Center.

The Net County Cost for the program has increased by $8,072, from $58,484 to $66,556. This recommended increase in discretionary County funding is necessary to offset the additional costs of operating the new Taft Community Center and the expanded Northeast and Garden Acres Community Centers.

BUDGET UNIT: 537 COMMUNITY ACTION AGENCY
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To provide 14,400 direct services contacts which assist low-income individuals in accessing the resources that are available to them.	1. Provided 17,536 direct services contacts which assisted low-income individuals in accessing the resources that are available to them.
2. To provide 180 community workshops in the seven centers, covering such topics as energy conservation, money management, anti-crime measures, mental health nutrition, and housing.	2. Provided 502 community workshops in the seven centers, covering such topics as energy conservation, money management, anti-crime, mental health, nutrition and housing.
3. To provide emergency food and clothing to 2,400 needy individuals.	3. Provided emergency food and clothing to 2,492 needy households.
4. To provide, at a minimum, 12 training sessions for CAA staff and volunteers which will enhance their ability to deliver services.	4. Provided 20 training sessions for CAA staff and volunteers which enhanced their ability to deliver services.
5. To provide social and recreational activities to 38,400 individuals at the seven centers for low-income youths, adults, and seniors.	5. Provided social and recreational activities to 38,488 low-income individuals (youths, adults and seniors) at the seven centers.

1987-88 OBJECTIVES

1. To provide 18,000 direct service contacts which assist low-income individuals in accessing the resources that are available to them.
2. To provide 510 community workshops in the eight centers, covering such topics as energy conservation, money management, anti-crime measures, mental health, nutrition, and housing.
3. To provide emergency food and clothing to 2,550 needy individuals.
4. To provide social and recreational activities to 40,000 individuals at the eight centers for low-income youths, adults, and seniors.
5. To bring the new Taft Community Center into operation during 1987-88, providing anti-poverty services to 3,500 individuals in the Taft Park area.
6. To provide, at a minimum, 12 training sessions for CAA staff and volunteers which will enhance their ability to deliver services.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **53709 COMMUNITY GARDEN PROGRAM**
DEPARTMENT: **AGING & COMMUNITY SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
• Svcs/Supplies	15,649	18,654	20,074	20,074	1,420
Total Expend	$ 15,649	$ 18,654	$ 20,074	$ 20,074	$ 1,420
• Intrafund Trans	(13,560)	(5,700)	(6,049)	(6,049)	(349)
TOTAL APPROP	$ 2,089	$ 12,954	$ 14,025	$ 14,025	$ 1,071
Earned Revenue By Source					
• Other Revenue	$ 7,561	$ 6,500	$ 6,500	$ 6,500	$ 0
TOTAL REVENUE	$ 7,561	$ 6,500	$ 6,500	$ 6,500	$ 0
NET COUNTY COST					
• Discretionary	$ (5,472)	$ 6,454	$ 7,525	$ 7,525	$ 1,071
TOTAL STAFFING	0	0	0	0	0

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Addresses low-income individuals' nutritional and health needs through the development of Community Gardens; secures lots to be used as gardens; installs water systems for gardens; organizes gardeners into working units; and administers the program.

WORKLOAD DATA

Departmental activities include the development, maintenance, and administration of community garden sites located throughout the County. These activities may be summarized into two major categories listed below:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Families Served	800	625	602	551	545
Garden Sites	20	17	16	15	16

Families Served represents the number of families who garden individual plots in the various community gardens.

Garden Sites represents the number of community garden sites throughout San Joaquin County. Community garden sites vary in size from 10 to 115 family-size plots.

BUDGET UNIT: 53709 COMMUNITY GARDEN PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES

$1,420 increase ($18,654 to $20,074)

- $1,420 - Increased water costs due to anticipated rate increases, increased water usage, and the planned addition of one garden site.

INTRAFUND TRANSFERS

$349 increase ($5,700 to $6,049)

- $349 - Increased Federal aging program funding.

NET COUNTY COST

$1,071 increase ($6,454 to $7,525)

PROGRAM DISCUSSION OF 1987-88 BUDGET

For 1987-88, the recommended Net County Cost of the Community Garden Program has increased $1,071 due primarily to increased water costs for the various garden sites. The Federal Aging Grant is partially offsetting the increase by providing an additional $349 in Title III grant contributions to the program.

A major program concern is the continuing high cost of water for the gardens. Of the total $20,074 appropriation for Services and Supplies, $16,474 (82%) is earmarked for water cost. To help offset this and other program costs, community garden participants pay a yearly membership fee of $20 per family. The continuation of the Garden Program will allow approximately 545 elderly and low-income families to produce food valued at $450 per year per family, or a total of $245,250. The large community garden sites are located as follows:

SITE	LOCATION
• El Dorado Garden	North Stockton
• Central Methodist	North Stockton
• Escalon	Escalon
• 12th & Airport	South Stockton
• Northeast	East Stockton
• Tokay Bowl	Lodi
• Lodi Memorial	Lodi
• Housing Authority	South Stockton
• Tracy Housing Authority	Tracy

The Net County Cost of this discretionary program is $7,525. The part-time position which supervises this program is budgeted in the Community Action Agency budget (No. 537) at an annual cost of $7,800.

BUDGET UNIT: 53709 COMMUNITY GARDEN PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To develop a community garden in the Tracy community to help meet the nutritional needs of 20 low-income and elderly families.	1. Developed a community garden in Tracy to help meet the nutritional needs of 20 low-income and elderly families.
2. To help meet the nutritional needs of 525 elderly and low-income families through the operation of 15 Countywide community garden sites.	2. Helped to meet the nutritional needs of 551 elderly and low-income families through the operation of 15 Countywide community garden sites.
3. To present eight workshops to garden participants on topics such as water conservation, weed control, and pest control.	3. Presented eight workshops to garden participants on the topics of water conservation, weed control, and pest control.

1987-88 OBJECTIVES

1. To develop a new community garden in southeast Stockton to help meet the nutritional needs of 20 additional low-income and elderly families.
2. To help meet the nutritional needs of 545 elderly and low-income families through the operation of 16 Countywide community garden sites.
3. To present eight workshops to garden participants on topics including water conservation, weed control, and pest control.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 53710 GOVERNMENT COMMODITY PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 27,252	$ 36,248	$ 39,510	$ 39,510	$ 3,262
• Svcs/Supplies	22,376	37,566	42,950	42,950	5,384
• Other Charges	11,899	0	0	0	0
• Fixed Assets	0	6,500	0	0	(6,500)
TOTAL APPROP	$ 61,527	$ 80,314	$ 82,460	$ 82,460	$ 2,146
Earned Revenue By Source					
• Aid-Other Govt	$ 44,044	$ 80,314	$ 82,460	$ 82,460	$ 2,146
TOTAL REVENUE	$ 44,044	$ 80,314	$ 82,460	$ 82,460	$ 2,146
NET COUNTY COST	$ 17,483	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	2.5	2.1	2.1	2.1	0

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides funding for the administration, warehousing, and distribution of government surplus food commodities to eligible persons in the County.

WORKLOAD DATA

Departmental activities include income eligibility screening, training volunteers at distribution sites, warehousing, and distribution of surplus government commodities. These activities may be summarized into the two areas shown below:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Households served	0	140,000	144,000	156,000	156,000
Distribution sites	0	12	11	11	11

Households served represents the combined monthly totals of all households which receive USDA surplus commodities over a one-year period.

Distribution sites represents the number of locations used each month to distribute USDA commodities to eligible households.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the *major* budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 53710 GOVERNMENT COMMODITY PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES AND BENEFITS

$3,262 increase ($36,248 to $39,510)

- $3,262 - Normal salary adjustments for Extra-Help and contract positions.

SERVICES AND SUPPLIES

$5,384 increase ($37,566 to $42,950)

- $5,400 - Increased cost for larger rental truck used to distribute commodities; increased forklift rental costs. (Note: 1986-87 Est./Act. will exceed $12,000 budget for these costs by $3,600).
- $200 - Increased cost for cold storage of commodities.
- ($1,016) - Reduction in office supplies and miscellaneous program supplies.
- $800 - Increased Motor Pool charges based on current requirements.

FIXED ASSETS

$6,500 decrease ($6,500 to zero)

- ($6,500) - No fixed assets requested for 1987-88.

REVENUES

$2,146 increase ($80,314 to $82,460)

- $2,146 - State Commodity program grant increase due to anticipated higher volume of commodities to be distributed.

PROGRAM DISCUSSION OF 1987-88 BUDGET

In July 1985, the County Department of Aging, Children's, and Community Services assumed total program responsibility for the Government Commodity Program. During the past two years, efforts were focused primarily on improving the warehousing and distribution system, eligibility screening, and the overall operation of the program. Accomplishments of the past fiscal year have provided the basis for program enhancements and further operational improvements in 1987-88. Major emphasis will be placed on strengthening the program in these areas:

- Delivery of commodities to shut-ins.
- Development of fully standardized program policies and procedures.
- Training distribution site volunteers on State regulations and eligibility criteria.
- Refining and improving the monthly distribution system.

The Government Commodity Program provides approximately 12,500 families per month with surplus food commodities such as cheese, butter, flour, dry milk, rice, and honey. The distribution sites are located as follows:

SITE	AREA SERVED
• Lodi Center	Lodi
• Northeast Center	Central Stockton
• Garden Acres Center	East Stockton
• Quail Lakes Church	North Stockton
• Larch Clover Center	Tracy
• Lathrop Center	Lathrop
• Escalon Care Center	Escalon
• Kennedy Center	South Stockton
• Boggs Tract Center	West Stockton
• Manteca Center	Manteca
• Ripon Center	Ripon

The recommended $82,460 appropriation, which is fully offset by Federal revenues, represents a $2,146 (2.7%) net increase over the current funding level. There is no Net County Cost for this discretionary program.

BUDGET UNIT: 53710 GOVERNMENT COMMODITY PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide government surplus commodities to 12,500 income eligible households and 29,500 eligible individuals, monthly, through 11 general distribution sites and 10 emergency food banks throughout the County.	1. Provided government surplus commodities to an average of 12,479 income-eligible households per month through 11 general distribution sites and 10 emergency food banks.
2. To improve the overall operation of the program through ongoing volunteer training, improved eligibility screening procedures, development of standardized policies and procedures, and the development of a centralized warehouse operation.	2. Improved ongoing volunteer training, eligibility screening procedures, and standardized most program policies and procedures.

1987-88 OBJECTIVES

1. To provide government surplus commodities to 12,500 income-eligible households and 29,500 eligible individuals monthly, through 11 general distribution sites and 10 emergency food banks thoughout the County.

2. To improve the overall operation of the program through ongoing volunteer training, improved eligibility screening procedures, development of standardized policies and procedures, and the development of a system to improve deliveries of commodities to shut-ins.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: DEPARTMENT OF AGING & COMMUNITY SERVICES
CHILD ABUSE PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

Summary

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 7,273	$ 7,632	$ 7,632	$ 7,632	$ 0
• Other Charges	182,064	185,017	201,232	201,232	16,215
TOTAL APPROP	$ 189,337	$ 192,649	$ 208,864	$ 208,864	$ 16,215
Earned Revenue By Source					
• Aid-Other Govt	$ 100,271	$ 268,820	$ 208,864	$ 208,864	$(59,956)
TOTAL REVENUE	$ 100,271	$ 268,820	$ 208,864	$ 208,864	$(59,956)
NET COUNTY COST					
• Mandated	$ 89,066	$ (76,171)	$ 0	$ 0	$ 76,171
TOTAL STAFFING	0	0	0	0	0

SUMMARY

This is a summary of two budget units administered by the Department of Aging and Community Services which fund non-profit community organizations providing child abuse programs and services to residents of San Joaquin County: 53706-AB 2994 Child Abuse Program and 53707-AB 1733 Child Abuse Program.

PROGRAM HIGHLIGHTS

- These programs will provide a total of $208,864 for Child Abuse Prevention and Intervention programs in 1987-88.

- Of the available funds, $152,649 represents a State contract received annually by the County and $56,215 represents funds generated through fees charged for copying birth certificates which by law must be used to fund child abuse programs. There is no Net County Cost for these State-mandated programs.

- For 1987-88, the County will contract with several non-profit agencies to provide child abuse prevention and intervention services. Services provided include: Counseling, crisis intervention, shelter, neglected children programs, and victim services.

BUDGET UNIT: **53706 AB 2994 CHILD ABUSE PROGRAM**
DEPARTMENT: **AGING & COMMUNITY SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 36,562	$ 87,000	$ 56,215	$ 56,215	$(30,785)
TOTAL APPROP	$ 36,562	$ 87,000	$ 56,215	$ 56,215	$(30,785)
Earned Revenue By Source					
• Aid-Other Govt	$ 36,000	$ 87,000	$ 56,215	$ 56,215	$(30,785)
TOTAL REVENUE	$ 36,000	$ 87,000	$ 56,215	$ 56,215	$(30,785)
NET COUNTY COST					
• Mandated	$ 562	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

This program is mandated by AB 2994 which was enacted into law in September 1982. This statute requires that $4 of the $7 fee for a certified copy of a birth certificate be paid into a Children's Trust Fund. Funds collected under this mandate are to be used for child abuse and neglect prevention/ intervention programs. The level of service is dependent upon fees collected.

PURPOSE

Provides funding for child abuse and neglect prevention/intervention services including counseling, case management, education, and respite care.

WORKLOAD DATA

Departmental activities include the contract administration of County-funded child abuse prevention and intervention programs provided by various community-based non-profit organizations. Child abuse contract services may be summarized into the categories listed below:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./ Act. 86-87	Proj. 87-88
Counseling	34	36	40	44	82
DAWN House	200	210	225	250	305
Crisis Intervention	0	0	0	50	80
Foster Care Home Expansion	0	0	5	0	0
Victim Services	0	241	0	0	0
Family Wellness	0	0	0	24	0

Counseling includes the number of families that receive individual and group counseling for sexual abuse.

DAWN House includes battered women and their children who receive shelter and child abuse prevention/intervention services.

Crisis Intervention includes sexually abused victims that receive in-person counseling, group support, and follow-up services.

BUDGET UNIT: 53706 AB 2994 CHILD ABUSE PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

Foster Care Home Expansion includes the number of new foster care homes established for hard-to-place children.

Victim Services include counseling for families of sexual assault victims.

Family Wellness includes the number of parenting classes for adults and children to improve family wellness.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES

$30,785 decrease ($87,000 to $56,215)

- ($8,505) - Deleted one-time funding increase in 1986-87 to Women's Center Children's Program for child abuse intervention services.
- ($23,835) - Deleted one-time Family Wellness grant for the Child Abuse Council.
- ($4,000) - Deleted one-time funding increase in 1986-87 to Valley Community Counseling Services.
- ($4,660) - Deleted one-time funding increase in 1986-87 to Catholic Charities - Child Alert program.
- $10,215 - Added one-time "Challenge Grant" from the State of California for child abuse programs.

REVENUES

$30,785 decrease ($87,000 to $56,215)

- ($41,000) - Deleted one-time revenues allocated from the Children's Trust fund.
- $10,215 - Added one-time "Challenge Grant" funds from the State.

PROGRAM DISCUSSION OF 1987-88 BUDGET

For Fiscal Year 1987-88, the Department of Aging, Children's and Community Services is recommending that the Board of Supervisors approve funding for the following child abuse programs:

	1986-87 Approved*	1987-88 Proposed
• Women's Center - "DAWN - Children's Program"	$27,005	$18,500
• Catholic Charities - "Child Alert"	21,160	16,500
• Valley Community Counseling Services - "Sexual Abuse Counseling"	15,000	11,000
• Child Abuse Council - "Family Wellness"	23,835	-0-
• State "Challenge Grant" Child Abuse Program (recipient to be determined)	-0-	10,215
TOTAL	$87,000	$56,215

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*including one-time supplemental funding

BUDGET UNIT: 53706 AB 2994 CHILD ABUSE PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the Women's Center, Catholic Charities, and Valley Community Counseling Services child abuse programs accomplished program objectives and are recommended for contract renewal at an amount that eliminates the previous year's one-time-only supplemental funding. The Child Abuse Council's "Family Wellness" program was a one-year project in 1986-87 and is not recommended for funding in 1987-88. In addition, the State has provided the County with a "Challenge Grant" to be allocated after program proposals are received for child abuse prevention and intervention services.

The total budget appropriation of $56,215 is fully offset by estimated revenue that will be deposited into the Children's Trust Fund during the 1987-88 fiscal year. There is no Net County Cost, as all proceeds to the trust fund are received from fees charged for birth certificates and from specialized State grants.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide a safe environment to 250 battered women and their children where classes can be taught to offer alternatives to violence in the home setting.	1. Provided 305 battered women and their children with a safe, structured environment.
2. To serve 44 families with a history of child abuse or potential child abuse in group counseling and parenting classes which will help eliminate abuse and the causes.	2. Served 82 families with a history of child abuse through group counseling and parenting classes.
3. To provide crisis intervention, counseling, and group support to 50 out-of-home sexual assault victims ages 16 and under.	3. Provided 80 out-of-home sexual assault victims ages 16 and under with counseling and group support.

1987-88 OBJECTIVES

1. To provide a safe environment to 250 battered women and their children where classes can be taught to offer alternatives to violence in the home setting.
2. To serve 44 families with a history of child abuse or potential child abuse in group counseling and parenting classes which will help eliminate abuse and the causes.
3. To provide crisis intervention, counseling, and group support to 50 out-of-home sexual assault victims ages 16 and under.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 53707 AB 1733 CHILD ABUSE PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 7,273	$ 7,632	$ 7,632	$ 7,632	$ 0
• Other Charges	145,502	145,017	145,017	145,017	0
TOTAL APPROP	$ 152,775	$ 152,649	152,649	$ 152,649	$ 0
Earned Revenue By Source					
• Aid-Other Govt	$ 64,271	$ 152,649[1]	$ 152,649	$ 152,649	$ 0
TOTAL REVENUE	$ 64,271	$ 152,649[1]	$ 152,649	$ 152,649	$ 0
NET COUNTY COST					
• Mandated	$ 88,504	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

[1] Due to timing of prior year receipts, actual 1986-87 Revenues exceeded appropriation by $76,171. The Revenue figure shown above has been adjusted to reflect zero Net County Cost for this budget.

MANDATE

This program is mandated by AB 1733, enacted into law in September 1982. Under this act, types of services and the amounts of allocations are set by the State; however, county governments have the option of either administering the programs directly or allowing the State to handle program administration. All costs are State-supported.

PURPOSE

Funds programs that provide prevention and intervention services to neglected and abused children.

WORKLOAD DATA

The Department is responsible for the administration of State-funded child abuse prevention and intervention contracts. These child abuse activities may be summarized into four categories as follows:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Respite Care	185	298	300	300	340
Group Counseling	84	88	175	175	220
Crisis Intervention	0	0	195	200	210
Neglected Children Services	62	66	0	0	0

Respite Care includes the families that utilize the respite care services provided by the Child Abuse Council.

Group Counseling includes the victims of sexual molestation and incest that receive special group treatment services.

Crisis Intervention includes the number of out-of-home sexual assault victims, ages 16 and under, who receive group support and counseling service.

Neglected Children Services includes homemaker services to families who have neglected and abused children.

BUDGET UNIT: 53707 AB 1733 CHILD ABUSE PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

REVENUES

$76,171 decrease ($228,820 to $152,649)
- ($76,171) – Deleted prior year revenues for 1985-86 that were received and deposited in July 1986.

NET COUNTY COST

$76,171 increase
- $76,171 – Apparent increase caused by timing of receipt of prior year revenues. This is a zero Net County Cost budget.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The recommended 1987-88 budget maintains services at 1986-87 levels. Funding for the programs operated under this budget unit is received from the State Department of Social Services. Contract renewals are recommended at present levels for the following child abuse programs:

Agency	1985-86 Approved	1986-87 Approved	1987-88 Proposed
• Valley Community Counseling Services - "Incest and Molestation Project" - provides group counseling treatment services for 175 young victims of sexual molestation and incest.	$ 41,021	$ 41,021	$ 41,021
• Child Abuse Council - "Respite Care Project" - provides respite care and crisis intervention services to 200 families with abused children at the First Step Nursery.	78,996	78,996	78,996
• Women's Center - "Sexual Assault Victim Services" - provides a full-range of crisis intervention, follow-up, counseling, and group support to 200 out-of-home sexual assault victims ages 16 and under.	25,000	25,000	25,000
TOTAL	$145,017	$145,017	$145,017

In addition to the direct program costs noted above, program administration costs of $7,632 are also recommended at the prior year level.

Estimated revenue is subject to change during State budget deliberations and is based on an anticipated allocation of $152,649 for Fiscal Year 1987-88. If revenue estimates are revised, the County Administrator will return to the Board of Supervisors during Final Budget hearings with revised budget recommendations.

There is no Net County Cost for this program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide group counseling and treatment to 175 individuals who are victims of incest and molestation.	1. Provided group counseling and treatment to 220 victims of incest and molestation.

BUDGET UNIT: 53707 AB 1733 CHILD ABUSE PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. To provide group support, crisis intervention, and advocacy to 200 out-of-home victims of sexual assault ages 16 and under.	2. Provided 210 out-of-home sexual assault victims with crisis intervention, advocacy and group support.
3. To provide 300 families crisis or respite care at Project First Step.	3. Provided 340 families crisis and respite care at Project First Step.
4. To provide in-home intervention to 120 persons through a 24-hour crisis line.	4. Maintained a 24-hour crisis line and provided in-home intervention

1987-88 OBJECTIVES

1. To provide group counseling and treatment to 175 individuals who are victims of incest and molestation.

2. To provide group support, crisis intervention, and advocacy to 200 out-of-home victims of sexual assault ages 16 and under.

3. To provide 300 families crisis or respite care at Project First Step.

4. To provide in-home intervention to 120 persons through a 24-hour crisis line.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 539 **MARY GRAHAM CHILDREN'S SHELTER**
DEPARTMENT: **HUMAN SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,235,289	$ 1,458,000	$ 1,505,152	$ 1,505,152	$ 47,152
• Svcs/Supplies	243,304	342,878	368,414	368,414	25,536
• Fixed Assets	1,140	3,654	7,798	7,798	4,144
TOTAL APPROP	$ 1,479,733	$ 1,804,532	$ 1,881,364	$ 1,881,364	$ 76,832
Earned Revenue By Source					
• Aid-Other Govt	$ 752,895	$ 776,363	$ 754,872	$ 754,872	$(21,491)
• Charges for Svcs	1,669	2,100	100	100	(2,000)
• Misc.			250	250	250
TOTAL REVENUE	$ 754,564	$ 778,463	$ 755,222	$ 755,222	$(23,241)
NET COUNTY COST					
• Mandated	$ 725,169	$ 1,026,069	$ 1,126,142	$ 1,126,142	$100,073
ALLOCATED POSITIONS	43.0	46.0	46.0	46.0	0.0
TEMPORARY (FTE)*	9.0	8.0	8.0	8.0	0.0
TOTAL STAFFING	52.0	54.0	54.0	54.0	0.0

*Full-time equivalent

MANDATE

Sections 300 and 850 of the Welfare and Institutions Code mandate that each county provide and maintain a suitable house or place for the detention of dependent children of the Juvenile Court and children alleged to come within the jurisdiction of the Juvenile Court. A minimum service level is mandated by Section 202(a) of the Welfare and Institutions Code which requires that each child in temporary shelter care be provided food, clothing, health care services, educational services, safety, adult guidance and supervision, access to religious services, and recreational services.

PURPOSE

Provides a safe, sustaining, and protecting temporary environment for children who have allegedly been abused, neglected, not provided with the essentials of life, or not provided with adequate parental care and supervision. Provides counseling, guidance, supervision, and social development services for residents of the shelter.

WORKLOAD DATA

Mary Graham Children's Shelter provides temporary, emergency shelter for the County's abused and neglected children requiring protective care and custody. The workload data presented here shows the considerable increase in children being provided 24-hour shelter care over the past several years.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Total No. of Children Provided Shelter	945	1,262	1,297	1,373	1,430
Average Daily Count (Includes Off-site)	65	87	89	109	112

BUDGET UNIT: 539 MARY GRAHAM CHILDREN'S SHELTER
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$47,152 increase ($1,458,000 to $1,505,152)

- $32,014 - Normal salary adjustments, including full-year funding of three Group Counselor Assistant positions added in the 1986-87 budget.
- $2,635 - Increase in shift differential pay for p.m. and graveyard shifts.
- $12,402 - Increased Extra-Help due to continuing high census.

SERVICES AND SUPPLIES
$25,536 increase ($342,878 to $368,414)

- $500 - Increased Motor Pool usage caused by continuing high census and increased use of Satellite Shelter Homes.
- ($17,405) - Decrease in projected maintenance by Government Buildings.
- $20,551 - Increase in A-87 Cost Allocation from Auditor-Controller.
- $9,199 - Census-driven increase in clothing and personal supplies; purchase of smocks for staff at Infant Toddler Unit for disease control measures.
- $14,856 - Census-driven increase in number of meals (includes projected 3% increase in meal costs as of January 1, 1988).
- $1,177 - Workers' Compensation Insurance charges reinstated for 1987-88.
- $1,737 - Increase in PG&E and garbage rates.
- ($1,254) - Decrease in projected Southern Water System charges.
- ($2,618) - Reduction in maintenance materials for planned 1987-88 projects.
- ($1,436) - Decreased Casualty Insurance charge.

FIXED ASSETS
$4,144 increase ($3,654 to $7,798)
The following items are recommended as replacements for existing equipment/furnishings beyond economical repair:

- $930 - Three wooden cribs at $310 each.
- $3,594 - Two dishwashers at $1,797 each.
- $661 - One washer.
- $1,584 - Forty-eight stack chairs at $33 each.
- $1,029 - Three dining tables at $343 each.

REVENUES
($23,241) decrease ($778,463 to $755,222)

- $5,000 - Increased Milk and Meal revenues from higher census.
- ($26,491) - State-Other-Dependent Children and Federal-Dependent Children combined decrease based on the projected number of federally eligible children and their average length of stay in shelter care.
- ($2,000) - Decrease in payments of child support coming from DA's office and elimination of Social Security payments being attached when child is in shelter care.
- $250 - New account - Soda vending machine revenue.

NET COUNTY COST
$100,073 increase ($1,026,069 to $1,126,142)

PROGRAM DISCUSSION OF 1987-88 BUDGET

San Joaquin County is one of only seven counties in the State which operates a dependent children's home. Through this facility and the growing use of Satellite Shelter Homes (licensed foster homes), the County has been able to effectively control the cost of sheltering dependent children compared to the alternative of contracting for these services.

BUDGET UNIT: 539 MARY GRAHAM CHILDREN'S SHELTER
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

Over the past several years, Mary Graham Children's Shelter has experienced ever-increasing numbers of youngsters being admitted and requiring 24-hour protective care and supervision. The projected average daily population for 1986-87 was 90 children per day. Since July 1, 1986, the actual average daily census has been 109 per day. On November 3, 1986, the population reached an all-time high of 132 youngsters. Due to capacity restrictions, approximately one-fourth of the resident population is provided protective care in off-site Satellite Shelter Homes, which receive support and supervision from the Shelter counseling staff. The infant population has increased slightly, with the majority of the infants drug-withdrawal and/or medically fragile babies. The teen admissions have also shown a slight increase over prior years.

The 1987-88 recommended appropriation represents a 4.3% increase over 1986-87. While three new permanent staff positions were added in 1986-87, the increased census requires the continued use of extra-help staff for proper supervision of the children. Due to the higher-than-anticipated population growth during the past year, the Extra-Help budget will be overexpended by approximately $44,000 by June 30. Recommended 1987-88 Extra-Help amounting to $138,760 is actually $32,000 below estimated costs for the current year. Other areas of the 1987-88 budget impacted by the greater number of children being cared for are food (up $14,856), and clothing/personal supplies (up $9,199).

There is a $23,241 net reduction in revenues for 1987-88. A $26,491 net decrease in combined State and Federal Dependent Children revenues results from fewer children being AFDC-eligible under revised State/Federal eligibility standards for Emergency Assistance funding. There is also a $2,000 decrease in the revenue account that formerly reflected deposits of Social Security benefits for Shelter residents (as these funds are no longer considered revenue). The Milk and Meals account has increased $5,000 due to the additional number of children. A new miscellaneous account has been added ($250 per year) for revenue from a soda vending machine.

A program priority of the current fiscal year was to pursue the renovation of the 37-year-old structures that comprise the facility's three living units. Project requests were submitted for consideration in the Public Improvement budget last year. An architectural study of the facility is now under way and will be coordinated with the Mathews Road Complex Infrastructure Study.

The recommended Net County Cost for the operation of Mary Graham Children's Shelter is $1,126,142, an increase of $100,073 over the prior year budget.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To pursue the critical and immediate need for the major renovation and modernization of the facility's three residential units.	1. Selected the architectural firm of Ramsey, Derivi & Castellanos to assess the feasibility of the proposed remodeling and structural changes. Work has begun on the feasibility study.
2. To seek to re-establish ongoing and regularly scheduled consultations for Shelter residents with children's mental health professionals.	2. Made preliminary contacts on this issue. Data is now being compiled on the residents' specific mental health needs.
3. To continue to expand the number of Satellite Shelter Homes, with a particular focus on the attainment of homes to provide care for special needs children.	3. Provided off-site Shelter care for a number of drug-withdrawal/ medically fragile infants. With the ever-increasing census, recruitment of new homes is an ongoing priority.

BUDGET UNIT: 539 MARY GRAHAM CHILDREN'S SHELTER
DEPARTMENT: HUMAN SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
4. To evaluate the present volunteer program to identify potential improvements and to expand the variety of volunteer services.	4. Improved the orientation process for new volunteers. Volunteers are now providing the additional service of taking residents to medical appointments at San Joaquin General Hospital.
5. To complete the formation of the Critical Tasks for each staff position at the Shelter in order to strengthen the performance appraisal process.	5. Progressed on the project, but more work is needed to complete the Critical Tasks for every position/assignment at the Shelter.
6. To conduct a staff training needs assessment and provide training in those areas showing deficiencies.	6. Concluded training needs assessment; training has been or will be provided in the areas noted.
	7. Maintained a safe and nurturing environment for a daily average of 102 children, well above the planned/budgeted level of 90 children per day, while operating within available resources and funding.
	8. Stabilized the use of regular staffing at each of the three living units.
	9. Conducted extensive training of staff at the Infant-Toddler Unit, with a particular focus on proper hygenic practices and control of communicable diseases. Recommended practices have been implemented.
	10. Converted, under the auspices of the County Schools Office, the on-site remedial skills class to an on-site school as of September 1986. This change enhanced the quality of educational services provided to 15 students a day who attend this school in-lieu of a public institution.

1987-88 OBJECTIVES

1. To continue the recruitment and retention of Satellite Shelter Homes with an emphasis on attaining more homes for teenagers and special needs children.

2. To focus heavily on staff training and development; one-third of the line staff are probationary employees.

3. To conclude the preparation and implementation of Critical Tasks for each classification and position assignment at the Shelter.

4. To prepare a comprehensive assessment of the health needs (including mental health) of children entering shelter care and make necessary recommendations to improve the delivery of needed services for problem areas identified.

5. To identify additional ways in which the Guild and community donors can provide for various needs at the facility (service, material resources, etc.).

BUDGET UNIT: **539 MARY GRAHAM CHILDREN'S SHELTER**
DEPARTMENT: **HUMAN SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

1987-88 OBJECTIVES

6. To expand the current visitation policy to ensure that residents receive the support they need while in shelter care and that family bonds are nurtured and maintained.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 540 COMMUNITY SERVICES
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 127,962	$ 136,239	$ 136,739	$ 136,239	$ 0
TOTAL APPROP	$ 127,962	$ 136,239	$ 136,739	$ 136,239	$ 0
Earned Revenue By Source					
• Licenses/Permits	$ 37,538	$ 35,000	$ 35,000	$ 35,000	$ 0
• Charges for Svcs	1,202	1,400	1,400	1,400	0
TOTAL REVENUE	$ 38,740	$ 36,400	$ 36,400	$ 36,400	$ 0
NET COUNTY COST					
• Discretionary	$ 89,222	$ 99,839	$ 100,339	$ 99,839	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for this program.

PURPOSE

Provides funding for contributions to outside agencies for various community services.

SUMMARY OF MAJOR BUDGET CHANGES

There are no recommended changes from the 1986-87 Approved budget.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The funding of community-based service programs is a Board of Supervisors policy matter. The programs currently funded are those to which the Board has established ongoing commitments. The 1986-87 Proposed Budget includes the following requested and proposed funding levels:

	1986-87 Budget	1987-88 Request	1987-88 Recommended
Child Abuse Prevention Council	$ 16,500	$ 17,000	$ 16,500
Women's Center - DAWN	70,247	70,247	70,247
Women's Center - Sexual Assault	49,492	49,492	49,492
Total	$136,239	$136,739	$136,239

- Child Abuse Prevention Council is active in public education, crisis intervention, and interagency coordination. It is requesting a $500 or 3% increase.

BUDGET UNIT: 540 COMMUNITY SERVICES
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Women's Center-DAWN (Directions for Abused Women in Need) offers a residential program for battered women and their children, support groups, peer counseling and advocacy services, public education, and a 24-hour crisis hotline. It is requesting the current level of funding.

- Women's Center-Sexual Assault offers 24-hour crisis intervention services, individual and group peer counseling, in-service training for hospital and law enforcement personnel, and public education. It is requesting the current level of funding.

The County Administrator generally recommends funding of ongoing programs provided by community-based organizations at the prior year level. Because the granting of cost-of-living increases is a Board policy decision, the County Administrator is making no recommendation on the requested COLA increases. The recommendation for previously funded programs is set at the 1986-87 level.

Revenues which partially offset the cost of supporting these programs is derived from 1) a portion of Marriage License fees which is set aside for domestic violence programs ($35,000), and 2) a portion of Protective Order Filing Fees in Domestic Violence cases ($1,400).

The recommended discretionary Net County Cost for 1987-88 remains unchanged at $99,839.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: DEPARTMENT OF AGING & COMMUNITY SERVICES
ALL DEPARTMENT OF AGING PROGRAMS

Summary

RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 724,846	$ 1,063,296	$ 1,099,483	$ 1,099,483	$ 36,187
• Svcs/Supplies	1,703,902	1,869,164	1,981,717	1,981,717	112,553
• Other Charges	37,492	18,213	17,633	17,633	(580)
• Fixed Assets	40,335	4,525	5,249	5,249	724
Total Expend	$ 2,506,575	$ 2,955,198	$ 3,104,082	$ 3,104,082	$148,884
Intrafund Trans	0	(94,674)	(86,339)	(86,339)	8,335
TOTAL APPROP	$ 2,506,575	$ 2,860,524	$ 3,017,743	$ 3,017,743	$157,219
Earned Revenue By Source					
• Aid-Other Govt	$ 2,303,345	$ 2,770,220	$ 2,900,276	$ 2,900,276	$130,056
• Other Revenue	535	1,000	1,000	1,000	0
TOTAL REVENUE	$ 2,303,880	$ 2,771,220	$ 2,901,276	$ 2,901,276	$130,056
NET COUNTY COST					
• Required Match	$ 161,579	$ 89,304	$ 116,467	$ 116,467	$ 27,163
• Discretionary	41,116	0	0	0	0
TOTAL NCC	$ 202,695	$ 89,304	$ 116,467	$ 116,467	$ 27,163
ALLOCATED POSITIONS	0.0	6.0	6.0	6.0	0.0
TEMPORARY (FTE)*	9.2	17.1	17.8	17.8	0.7
TOTAL STAFFING	9.2	23.1	23.8	23.8	0.7

*Full-time equivalent

SUMMARY

This is a summary of five budget units, under the administration of the Department of Aging and Community Services, which provide a variety of services to seniors. Included are 54101-Planning and Administration, 54107-Aging Title V, 54108-National Council on Aging, 54109-Linkages Program, and 54110-Multipurpose Senior Services Program.

PROGRAM HIGHLIGHTS

- For 1987-88, a total of $3,017,743 is recommended for senior program services.

- Of this total, $2,901,276 represents State and Federal grants received by the County. The remaining $116,467 represents the required County matching funds to receive the State and Federal grants.

- A total of $391,041 is recommended for contractual programs with several non-profit agencies for senior social services which include ombudsman, community services, health and safety, and information and referral services.

- The Linkages Program, begun in 1985-86, will provide $281,498 for case management services for 200 seniors to improve their accessibility to the long-term care system as an alternative to costly nursing home care.

- A new Multipurpose Senior Services Program (MSSP) will provide $469,454 for case management services for the frail elderly, 65 years and older, who are Medi-Cal eligible and are eligible for nursing home care. The program is intended to provide community-based long-term services as an alternative to costly, skilled nursing facilities for those in immediate jeopardy of being institutionalized.

BUDGET UNIT: 54101 AGING-PLANNING & ADMINISTRATION
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 109,916	$ 218,069	$ 219,926	$ 219,926	$ 1,857
• Svcs/Supplies	1,631,204	1,554,611	1,638,650	1,638,650	84,039
• Fixed Assets	14,595	925	683	683	(242)
Total Expend	$ 1,755,715	$ 1,773,605	$ 1,859,259	$ 1,859,259	$ 85,654
• Intrafund Trans	0	(94,674)	(86,339)	(86,339)	8,335
TOTAL APPROP	$ 1,755,715	$ 1,678,931	$ 1,772,920	$ 1,772,920	$ 93,989
Earned Revenue By Source					
• Aid-Other Govt	$ 1,594,136	$ 1,589,627	$ 1,656,453	$ 1,656,453	$ 66,826
TOTAL REVENUE	$ 1,594,136	$ 1,589,627	$ 1,656,453	$ 1,656,453	$ 66,826
NET COUNTY COST					
• Discretionary	$ 161,579	$ 89,304	$ 116,467	$ 116,467	$ 27,163
ALLOCATED POSITIONS	3.5	3.4	3.4	3.4	0.0
TEMPORARY (FTE)*	2.0	0.8	0.8	0.8	0.0
TOTAL STAFFING	5.5	4.2	4.2	4.2	0.0

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Administers Federal funds for services to the elderly; develops annual area plan; procures and contracts with service providers; monitors, assesses, and evaluates subcontractors; acts as an advocate for, and coordinator of, services to the elderly.

Provides funding for the Brown Bag Program, which distributes surplus food to seniors throughout the County; funds the Elderly Abuse Facility, which provides care for seniors who are abandoned, neglected, or abused; funds contracts with community agencies providing congregate and home-delivered meals and direct social services to seniors.

WORKLOAD DATA

Departmental activities include administration of social service contracts which include the following activities:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Direct Services	44,290	43,428	38,908	38,269	38,750
Congregate Meals	317,429	310,582	313,040	300,000	300,000
In-Home Meals	183,224	200,633	196,300	182,000	182,000
Brown Bag	23,130	22,213	14,400	15,000	15,000
Transitional Care	4	63	155	134	145

BUDGET UNIT: 54101 AGING-PLANNING & ADMINISTRATION
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

WORKLOAD DATA

Direct Services include senior supportive services such as information and referral, ombudsman, in-home services, social day care, income-support, community services, consumer services, legal services, health, and transportation services.

Congregate Meals include daily meals served to seniors at 26 sites throughout the County.

In-Home Meals include delivery of daily meals to seniors who are homebound because of illness.

Brown Bag includes monthly delivery of gleaned and surplus foods to seniors at seven sites throughout the County.

Transitional Care includes 24-hour availability of selected community care facility beds for seniors who are abused, abandoned, or in life-crisis situations.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$1,857 increase ($218,069 to $219,926)
- $ 1,857 - Normal salary adjustments.

SERVICES & SUPPLIES
$84,039 increase ($1,554,611 to $1,638,650)
- $28,485 - Increased Title III-B grant for supportive services for seniors.
- $6,143 - Increased cost of food for in-home meals program.
- $7,500 - Rental charges for new office location in Human Services Agency building.
- $23,905 - Increased costs of food for senior congregate meals.
- ($14,927) - Decreased communication costs resulting from direct charging of centrally budgeted costs to appropriate Aging programs.
- ($3,500) - Decreased allocation for part-time consultant for grant writing.
- $11,925 - Increased USDA reimbursement rate for senior meals from $0.5252 to $0.5676 per meal to offset increased food costs.
- $2,638 - New State training grant for staff development.
- $2,000 - New State Senior Legislative Election grant.
- $19,351 - Increased A-87 "Allocated Service Department Cost" charges from Auditor-Controller.

FIXED ASSETS
$242 decrease ($925 to $683)
- $683 - One lateral file.

INTRAFUND TRANSFERS
$8,335 decrease ($94,674 to $86,339)
- $6,028 - Increase in position costs re-allocated to appropriate Aging budget units.
- ($14,927) - Reduced communication charges to other grant budget units (now done on direct charge basis).
- $564 - Data processing costs to be charged to Budget Unit No. 537.

BUDGET UNIT: 54101 AGING-PLANNING & ADMINISTRATION
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

REVENUES
$66,826 increase ($1,589,627 to $1,656,453)

- ($29,142) - Title III-B grant reduction.
- $15,195 - Title III C-2 grant increase.
- $50,385 - Title III C-1 grant increase.
- $11,925 - USDA grant increase (increased rate per meal).
- $11,825 - State of California increase of matching grant funds.
- $2,000 - Added Thornton Flood grant.
- $2,638 - Added State training grant.
- $2,000 - Added Senior Legislature Election grant.

NET COUNTY COST
$27,163 increase ($89,304 to $116,467).

PROGRAM DISCUSSION OF 1987-88 BUDGET

On an annual basis, the Department of Aging, Children's and Community Services receives Aging program grant awards which are funded by law under the Older Americans Act of 1965. These grants are administered by the State Department of Aging and provide funding for services to the elderly. Funding received under the State grant appropriation is divided into four major categories: 1) administration, 2) supportive services, 3) meals, and 4) other grants. A breakdown of the recommended Aging program appropriation by major category is shown below:

Category	1986-87 Approved	1987-88 Recommended	Inc./Dec.
1) Administration	$ 193,555	$ 213,597	$20,042
2) Supportive Services:			
Program Development	$ 37,046	$ 37,725	$ 679
Information/Referral	9,578	10,863	1,285
Ombudsman	48,927	53,394	4,467
In-Home Care	54,369	67,352	12,983
Health	9,569	10,852	1,283
Transportation	6,356	7,209	853
Community Services	51,777	42,016	(9,761)
Legal	34,410	36,544	2,134
Consumer	82,170	90,250	8,080
Day Care	65,400	68,435	3,035
Transitional Care	3,828	4,126	298
Subtotal	$ 403,430	$ 428,766	$25,336
3) Meals:			
Congregate	$ 744,714	$ 776,033	$31,319
In-Home	306,319	316,973	10,654
Subtotal	$1,051,033	$1,093,006	$41,973
4) Other:			
Brown Bag	$ 20,000	$ 20,000	$ 0
Senior Elections	0	2,000	2,000
Training	0	2,638	2,638
Thornton Flood Relief	0	2,000	2,000
Ombudsman Advocacy	10,913	10,913	0
Subtotal	$ 30,913	$ 37,551	$ 6,638
Total Appropriation	$1,678,931	$1,772,920	$93,989

BUDGET UNIT: 54101 AGING-PLANNING & ADMINISTRATION
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

PROGRAM DISCUSSION OF 1987-88 BUDGET

Administration is responsible for the development and implementation of an area plan for a comprehensive and coordinated system of services to seniors. In addition, administration is the central unit for advocacy, coordination, contract management, monitoring, and evaluation of all aging programs.

Supportive Services are social services provided to older persons based on needs identified through the Area Plan. These services may include: information and referral, ombudsman, in-home services, social day care, community services, consumer services, transportation, health, and legal services.

Meals includes the procurement, preparation, transportation, and service of meals to older persons at congregate sites and in their homes.

Other includes miscellaneous grants earmarked for specialized services to older persons.

For 1987-88, the total appropriation for senior services has been increased by $93,989 or 5.6%. Of this total increase, $41,973 is allocated to congregate and in-home meal programs, $25,336 to contract providers of supportive services, and $6,638 represents new aging program grants. The remaining $20,042 is for increased program administration costs.

Annually, the Department contracts with the Senior Service Agency to provide congregate and in-home meals for seniors. This fiscal year, the Agency will receive $1,093,006 to provide 300,000 congregate meals to 3,875 seniors and 182,000 home-delivered meals to 1,450 seniors. Of this total, $817,536 represents Title III funds received from the California Department of Aging and $275,470 represents a per-meal food cost reimbursement paid by USDA to the nutrition program.

For 1987-88, all Aging/CAA allocated positions have been assigned to the Department of Aging for budgetary purposes. In addition, data processing charges for all programs have been centrally budgeted. To charge appropriate budgets for these costs, Intrafund Transfers have been established in the amount of $86,339.

Effective this fiscal year, the Department of Aging has relocated to new offices in the Human Services building. The annual cost of the new office space is $7,500. This charge covers the janitorial, security, and utility costs related to the newly remodeled office space.

Recommended Net County Cost for the Department of Aging administrative budget has increased by $27,163 (from $89,304 to $116,467). This increase in County discretionary funding requirements is primarily the result of 1) a non-controllable "Allocated Service Department Costs" increase of $19,351 (from $58,595 to $77,946) from the Auditor-Controller under the County's A-87 Cost Allocation Plan, and 2) a $7,500 ongoing increase related to the permanent relocation of the department's offices from the Courthouse to the Human Services Agency.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To contract for 37,235 units of senior social services to 9,818 seniors.	1. Contracted for 38,269 units of senior social services to 9,975 seniors.
2. To contract for 299,579 congregate meals to 3,808 seniors.	2. Contracted for over 300,000 congregate meals to 3,875 seniors.
3. To contract for 187,859 home-delivered meals to 1,502 seniors.	3. Contracted for 182,000 home-delivered meals to 1,450 seniors.

BUDGET UNIT: 54101 AGING-PLANNING & ADMINISTRATION
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
4. To contract for 15,000 units of Brown Bag services to 1,225 seniors.	4. Contracted for 15,000 units of Brown Bag services to 1,300 seniors.
5. To provide 134 units of Mental Health Transitional Care units of service to 38 seniors.	5. Provided 134 units of Mental Health Transitional Care units of service to 40 seniors.

1987-88 OBJECTIVES

1. To contract for 38,750 units of senior social services to 10,125 seniors.
2. To contract for 300,000 congregate meals to 3,875 seniors.
3. To contract for 182,000 home-delivered meals to 1,450 seniors.
4. To contract for 15,000 units of Brown Bag services to 1,225 seniors.
5. To provide 145 units of Mental Health Transitional Care service to 41 seniors.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: DEPARTMENT OF AGING & COMMUNITY SERVICES
SENIOR EMPLOYMENT TRAINING PROGRAMS

RESPONSIBLE MANAGER: HARRY BRODIE

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 521,257	$ 579,265	$ 576,406	$ 576,406	$ (2,859)
• Svcs/Supplies	28,670	65,450	74,350	74,350	8,900
• Other Charges	37,492	18,213	17,633	17,633	(580)
• Fixed Assets	3,643	0	6,598	6,598	6,598
Total Expend	$ 591,062	$ 662,928	$ 674,987	$ 674,987	$ 12,059
• Intrafund Trans	(45,672)	(154,953)	(181,116)	(181,116)	(26,163)
TOTAL APPROP	$ 545,390	$ 507,975	$ 493,871	$ 493,871	$(14,104)
Earned Revenue By Source					
• Aid-Other Govt	$ 568,390	$ 507,975	$ 493,871	$ 493,871	$(14,104)
TOTAL REVENUE	$ 568,390	$ 507,975	$ 493,871	$ 493,871	$(14,104)
NET COUNTY COST					
• Discretionary	$ (23,000)	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	0.0	0.0	0.0	0.0	0.0
TEMPORARY (FTE)*	3.0	6.0	6.1	6.1	0.1
TOTAL STAFFING	3.0	6.0	6.1	6.1	0.1

*Full-time equivalent

SUMMARY

This is a summary of three budget units which provide various employment training programs specifically for seniors in San Joaquin County. These programs are administered by the Department of Aging and Community Services. Included are budget units: 53708 JTPA Older Worker Program, 54107 Aging Title V, and 54108 National Council on Aging.

PROGRAM HIGHLIGHTS

- For 1987-88, a total of $674,987 is recommended for senior employment training programs.
- Of this total, $493,871 represents State and Federal grants received by the County and $181,116 represents an older worker training grant received from the County Department of Employment and Training. There is no Net County Cost for these programs.
- A total of 250 seniors will receive employment training services during 1987-88; it is anticipated that 88 of those individuals will be placed into unsubsidized jobs.
- On-the-job training stipends of $3.50 per hour for program participants total $420,030.
- There is no Net County Cost for these programs.

BUDGET UNIT: **53708 JTPA OLDER WORKER PROGRAM**
DEPARTMENT: **AGING & COMMUNITY SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 40,657	$ 109,203	$ 121,068	$ 121,068	$ 11,865
• Svcs/Supplies	5,558	45,750	53,450	53,450	7,700
• Fixed Assets			6,598	6,598	6,598
Total Expend	$ 46,215	$ 154,953	$ 181,116	$ 181,116	$ 26,163
• Intrafund Trans	(45,672)	(154,953)	(181,116)	(181,116)	(26,163)
TOTAL APPROP	$ 543	$ 0	$ 0	$ 0	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 543	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	2.0	5.0	5.3	5.3	0.3

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides training and employment services for seniors; performs career assessment, vocational counseling, and job training; secures unsubsidized employment for seniors completing training. The program is funded through a grant from the San Joaquin County Division of Employment and Training.

WORKLOAD DATA

The Department provides recruitment, enrollment, and job preparation/search services to low-income older workers. These activities may be summarized into the two categories listed below:

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Individuals Served	0	70	75	140	115
Placements	0	42	42	75	64

Individuals Served includes seniors that were enrolled in job preparation/search training classes.

Placements include seniors that were hired into unsubsidized jobs by public and private employers.

BUDGET UNIT: 53708 JTPA OLDER WORKER PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$11,865 increase ($109,203 to $121,068)

- $8,223 – Increased senior employment training project director's time allocated to the JTPA program.
- ($5,450) – Reclassified administrative personnel to the Indirect Cost Account under Services and Supplies.
- $9,092 – Normal salary adjustments.

SERVICES AND SUPPLIES

$7,700 increase ($45,750 to $53,450)

- $10,000 – Added an Indirect Cost Account for administrative charges.
- $ 600 – Increased minor equipment purchases.
- $ 300 – Increased Publications and Legal Notices.
- ($ 3,200) – Decreased Other Training-Related Costs.

FIXED ASSETS

$6,598 increase (zero to $6,598)

- $ 1,500 – Three desks at $500 each.
- $ 975 – Three desk chairs.
- $ 900 – Three small tables for training room.
- $ 340 – One storage cabinet.
- $ 683 – One five-drawer lateral file.
- $ 450 – One conference table.
- $ 1,750 – Ten side chairs at $175 each.

INTRAFUND TRANSFERS

$26,163 increase ($154,953 to $181,116)

- $26,163 – Increased JTPA Older Worker Grant from the Department of Employment and Training.

PROGRAM DISCUSSION OF 1987-88 BUDGET

During 1986-87, the Older Worker Program met its objectives for placement of participants into unsubsidized employment. For 1987-88, 115 seniors will receive job preparation/search services. Of those 115 participants, it is anticipated that approximately 64 will be hired into unsubsidized jobs by public and private employers.

The recommended budget for Salaries and Employee Benefits amounts to $121,068. This represents five full-time contract staff positions that provide job development/search services to economically disadvantaged seniors. Normal salary adjustments, revised time allocations, and accounting changes contribute to an $11,865 increase in this object. Under Services and Supplies, there is a $7,700 increase. Major items contributing to this increase include a reclassification of indirect administration costs, new minor equipment purchases, and an increased appropriation for job advertisements.

Intrafund Transfers of $116,414 represent the process by which the Department of Aging is reimbursed for program costs by the Department of Employment and Training.

There is no County cost for this program.

BUDGET UNIT: **53708 JTPA OLDER WORKER PROGRAM**
DEPARTMENT: **AGING & COMMUNITY SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To provide recruitment, enrollment, supportive, and training services to 115 economically disadvantaged older workers.	1. Provided recruitment, enrollment, and training services to 140 economically disadvantaged older workers.
2. To place 64 enrollees in unsubsidized employment.	2. Placed 75 enrollees in unsubsidized employment.

1987-88 OBJECTIVES

1. To provide recruitment, enrollment, supportive, and training services to 115 economically disadvantaged older workers.
2. To place 64 enrollees in unsubsidized employment.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 54107 AGING-TITLE V
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 77,732	$ 98,617	$ 95,936	$ 95,936	$ (2,681)
• Svcs/Supplies	13,106	2,845	2,845	2,845	0
• Other Charges	37,492	18,213	17,633	17,633	(580)
• Fixed Assets	674	0	0	0	0
TOTAL APPROP	$ 129,004	$ 119,675	$ 116,414	$ 116,414	$ (3,261)
Earned Revenue By Source					
• Aid-Other Govt	$ 122,235	$ 119,675	$ 116,414	$ 116,414	$ (3,261)
TOTAL REVENUE	$ 122,235	$ 119,675	$ 116,414	$ 116,414	$ (3,261)
NET COUNTY COST					
• Discretionary	$ 6,769	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	0.2	0.2	0.1	0.1	(0.1)

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides subsidized community service employment, job development, job skill training, and placement counseling for lower-income senior workers.

WORKLOAD DATA

This Title V program provides recruitment, enrollment, counseling, on-the-job training, and job development/placement services to economically disadvantaged persons 55 years of age or older. These activities may be summarized as follows:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Individuals Served	39	43	44	45	45
Placements	8	4	5	6	5

Individuals Served include seniors who were enrolled and placed into on-the-job training slots.

Placements include seniors who were hired into unsubsidized jobs by public and private employers.

BUDGET UNIT: 54107 AGING-TITLE V
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$2,681 decrease ($98,617 to $95,936)

- ($2,885) - Reduction of Senior Community Service Project Director's time allocated to the program.
- ($3,654) - Reduced total training hours for participants.
- $3,858 - Increased indirect administrative personnel cost allocated to the program.

OTHER CHARGES

$580 decrease ($18,213 to $17,633)

- ($580) - Reduced Manteca Adult School grant due to decreased funding allocation.

REVENUES

$3,261 decrease ($119,675 to $116,414)

- ($3,261) - Reduced funding level of State Department of Aging Title V senior employment training grant.

PROGRAM DISCUSSION OF 1987-88 BUDGET

On an annual basis, the Department of Aging receives a Title V Senior Employment Training Grant from the State Department of Aging. This program provides recruitment, enrollment, counseling, on-the-job training, and job development/placement services to economically disadvantaged individuals 55 years of age or older. For 1987-88, the program will train 45 eligible seniors, who will receive $3.50 per hour during on-the-job training. The program objective is to place five seniors into unsubsidized employment. The total amount included in this budget for training stipends is $87,360.

The agencies that provide on-the-job training include:

- City of Lodi
- Stockton Unified School District
- City of Stockton
- Stockton Developmental Center
- County of San Joaquin
- State Employment Development Department
- Headstart Child Development Council, Inc.
- Lodi Unified School District
- Good Samaritan - Tracy

There is no Net County Cost for this program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To place five of 45 authorized program participants in unsubsidized employment.	1. Placed six participants into unsubsidized employment.

1987-88 OBJECTIVES

1. To place five of 45 authorized program participants in unsubsidized employment.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT:	**54108 NATIONAL COUNCIL OF AGING**
DEPARTMENT:	**AGING & COMMUNITY SERVICES**
FUNCTION:	**HUMAN SERVICES**
RESPONSIBLE MANAGER:	**HARRY BRODIE**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 402,868	$ 371,445	$ 359,402	$ 359,402	$(12,043)
• Svcs/Supplies	10,006	16,855	18,055	18,055	1,200
TOTAL APPROP	$ 412,874	$ 388,300	$ 377,457	$ 377,457	$(10,843)
Earned Revenue By Source					
• Aid-Other Govt	$ 446,155	$ 388,300	$ 377,457	$ 377,457	$(10,843)
TOTAL REVENUE	$ 446,155	$ 388,300	$ 377,457	$ 377,457	$(10,843)
NET COUNTY COST					
• Discretionary	$ (33,281)	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	0.8	0.8	0.7	0.7	(0.1)

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides subsidized community service employment, job development, job skills training, and placement counseling for low-income senior workers.

WORKLOAD DATA

The Department provides recruitment, enrollment, counseling, on-the-job training, and job development/placement to economically disadvantaged persons 55 years of age or older. These activities may be summarized as follows:

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Individuals Served	124	167	135	130	126
Placements	333	39	15	18	18

Individuals Served include seniors who were enrolled and placed into on-the-job training slots.

Placements include seniors who were hired into unsubsidized jobs by public and private employers.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$12,043 decrease ($371,445 to $359,402)

- ($7,280) - Reduction of two part-time trainee positions based on available funding.
- ($4,763) - Reduction of indirect administrative costs charged to the program.

BUDGET UNIT: 54108 **NATIONAL COUNCIL OF AGING**
DEPARTMENT: **AGING & COMMUNITY SERVICES**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES
$1,200 increase ($16,855 to $18,055)
- ($1,200) - Increased communication costs based on new billing system charges and current levels of telephone usage.

REVENUES
$10,843 decrease ($388,300 to $377,457)
- ($10,843) - National Council on Aging grant reduction mandated by Gramm-Rudman.

PROGRAM DISCUSSION OF 1987-88 BUDGET

For 1987-88, the Department of Aging will receive a senior employment training grant from the National Council of Aging which amounts to $377,457, a reduction of $10,843 from the current funding level based on anticipated Gramm-Rudman funding cuts. This grant is used to provide, foster, and promote useful part-time employment opportunities for low-income individuals who are 55 years of age or older and to assist and promote the transition of program participants to unsubsidized employment. The program is similar to the Title V program (Budget Unit No. 54107), with the major difference the source of funding. The primary objectives are to:

- Provide needed wages to eligible individuals through employment in service to the community.
- Provide needed service to the community.
- Provide opportunities for entry/transition of program participants into private or other unsubsidized employment.

During on-the-job training, participants are paid $3.50 per hour. A total of $332,670 has been included in this budget for trainee stipends in 1987-88.

The full-time equivalent staffing level of .7 positions represents the portion of the Senior Community Services Project Director's time allocated to this program. Agencies that provide on-the-job training for these senior workers include:

- City of Lodi
- Stockton Unified School District
- City of Stockton
- Stockton Developmental Center
- County of San Joaquin
- State Employment Development Department
- Headstart Child Development Council, Inc.
- Lodi Unified School District
- Good Samaritan - Tracy
- Stockton Public Library

There is no Net County Cost for the program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To place 20% of 90 authorized enrollment positions in unsubsidized employment.	1. Placed 18 enrollees into unsubsidized employment.

1987-88 OBJECTIVES

1. To place 20% of 88 authorized enrollment positions in unsubsidized employment.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNITS: DEPARTMENT OF AGING & COMMUNITY SERVICES
LONG-TERM CARE PROGRAMS

Summary

RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88		Inc./Dec.
			Requested	Recommended	
Expenditures					
• Sal/Benefits	$ 134,330	$ 375,165	$ 424,219	$ 424,219	$ 49,054
• Svcs/Supplies	49,586	294,853	322,167	322,167	27,314
• Other Charges	1,421,510	1,537,500	1,754,500	1,754,500	217,000
• Fixed Assets	25,066	3,600	4,566	4,566	966
TOTAL APPROP	$ 1,630,492	$ 2,211,118	$ 2,505,452	$ 2,505,452	$294,334
Earned Revenue By Source					
• Aid-Other Govt	$ 1,564,232	$ 2,210,118	$ 2,504,452	$ 2,504,452	$294,334
• Other Revenue	535	1,000	1,000	1,000	0
TOTAL REVENUE	$ 1,564,767	$ 2,211,118	$ 2,505,452	$ 2,505,452	$294,334
NET COUNTY COST					
• Mandated	$ (7,422)	$ 0	$ 0	$ 0	$ 0
• Required Match	(5,519)	0	0	0	0
• Discretionary	67,628	0	0	0	0
TOTAL NCC	$ 60,206	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	0.0	0.0	0.0	0.0	0.0
TEMPORARY (FTE)*	6.2	15.3	16.2	16.2	0.9
TOTAL STAFFING	6.2	15.3	16.2	16.2	0.9

*Full-time equivalent

SUMMARY

This is a summary of three budget units administered by the Department of Aging and Community Services, which provides long-term care to seniors. Included are 54109-Linkages Program, 54110-Multipurpose Senior Services Program (MSSP), and 50118-Homemaker Services (In-Home Supportive Services).

PROGRAM HIGHLIGHTS

- For 1987-88, a total of $2,505,452 is recommended for long-term care services.

- These services provide many seniors with live-at-home alternatives to costly nursing home and intermediate care facilities while ensuring proper levels of necessary care and a safe, independent living environment.

- Case management and/or direct services will be provided for 2,100 seniors to improve their accessibility to the long-term care system.

- San Joaquin County is continuing to experience significant growth in In-Home Supportive Services cases due to the early release of seniors from acute care and skilled nursing facilities.

- Services provided range from adult social day care, case management, transportation, meal services, and respite care to shopping for food, food preparation, housekeeping, and non-medical personal services (bathing, etc.).

- The Linkages and MSSP programs are differentiated from one another by the degree of frailty of the senior clients. The In-Home Supportive Services program provides direct support services to these programs as well as to other seniors in need of direct care.

BUDGET UNIT: 54109 AGING-LINKAGES PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 117,589	$ 161,581	$ 171,871	$ 171,871	$ 10,290
• Svcs/Supplies	43,479	106,913	108,277	108,277	1,364
• Fixed Assets	21,274	0	1,350	1,350	1,350
TOTAL APPROP	$ 182,342	$ 268,494	$ 281,498	$ 281,498	$ 13,004
Earned Revenue By Source					
• Aid-Other Govt	$ 140,819	$ 267,494	$ 280,498	$ 280,498	$ 13,004
• Other Revenue	535	1,000	1,000	1,000	0
TOTAL REVENUE	$ 141,354	$ 268,494	$ 281,498	$ 281,498	$ 13,004
NET COUNTY COST	$ 40,988	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	6.2	7.0	7.0	7.0	0

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides accessibility to community-based long-term care alternatives for frail elderly and for functionally impaired adults. Services include information and referral, assistance in securing services, short-term counseling, case management, and limited purchase of services.

WORKLOAD DATA

Departmental activities include recruitment, enrollment, purchase of service, securing services, and case management for frail elderly and functionally impaired adults who are not eligible for nursing home care.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Cases	0	15	190	197	200

Cases represents the number of individuals that received case management services from the Linkages Program.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$10,290 increase ($161,581 to $171,871)
- $10,290 - Normal salary adjustments for full-time Extra-Help Contract program staff.

BUDGET UNIT: 54109 AGING-LINKAGES PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

SERVICES & SUPPLIES

$1,364 increase ($106,913 to $108,277)

- $200 - Increased communication costs based on full year at new Magnolia Street location.
- $1,000 - Increased Motor Pool charges based on projected in-County travel.
- $530 - Added appropriation for small tools and minor equipment (calculators, etc.) needed at new outstationed office location.
- $500 - Added an appropriation for legal advertisements.
- ($2,450) - Reduced casualty insurance cost per Auditor-Controller.
- $1,584 - Increased allocation for rent charges for 240 additional square feet of office space.

FIXED ASSETS

$1,350 increase (zero to $1,350)

- $900 - Three conference chairs at $300 each, due to outstationing of program at Magnolia Street.
- $450 - One conference table.

REVENUES

$13,004 increase ($268,494 to $281,498)

- $13,004 - State Department of Aging Linkages Program grant increase.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Linkages Program is designed to prevent frail elderly and functionally impaired adults from having to be institutionalized. During 1986-87, 197 frail elderly and functionally impaired adults received case management services linking the client to accessible long-term care service providers.

Eligible clients for the Linkages Program differ from Multipurpose Senior Service Program clients in that they are not in immediate jeopardy of entering a nursing home.

For 1987-88, a total appropriation of $281,498 is recommended to maintain current service levels. This $13,004 net increase is fully offset by a corresponding revenue increase. Funding for seven full-time contract staff positions is recommended at $171,871, an increase of $10,290 for normal salary adjustments. These positions provide case management to 200 seniors and functionally impaired adults. As part of their case management responsibilities, staff develops a care plan for each client. Interagency agreements with service providers are maintained to assure clients access to long-term care services. The program also provides information and counseling services to families of clients.

Each Linkages client care plan may include the purchase of long-term care services. Under the recommended $108,277 Services and Supplies appropriation, $50,400 is allocated for the purchase of client services from provider agencies and $57,877 represents normal program operating costs. Long-term purchased services include legal assistance, respite care, in-home meals, adult day care, transportation, and special communication devices.

There is no Net County Cost for this program.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide case management services to at least 200 seniors and functionally disabled adults.	1. Provided case management services to 197 seniors and functionally disabled adults.

BUDGET UNIT: 54109 AGING-LINKAGES PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. To maintain interagency agreements with nine provider agencies in order to assure ready access to long-term care services.	2. Interagency agreements have been developed with ten provider agencies.

1987-88 OBJECTIVES

1. To provide case management services to at least 200 seniors and functionally disabled adults.

2. To maintain interagency agreements with ten provider agencies in order to assure ready access to long-term care services.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 54110 AGING-MSSP PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 16,741	$ 213,584	$ 252,348	$ 252,348	$ 38,764
• Svcs/Supplies	6,107	187,940	213,890	213,890	25,950
• Fixed Assets	3,792	3,600	3,216	3,216	(384)
TOTAL APPROP	$ 26,640	$ 405,124	$ 469,454	$ 469,454	$ 64,330
Earned Revenue By Source					
• Aid-Other Govt	$ 26,640	$ 405,124	$ 469,454	$ 469,454	$ 64,330
TOTAL REVENUE	$ 26,640	$ 405,124	$ 469,454	$ 469,454	$ 64,330
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
TEMPORARY (FTE)*	0	8.3	9.2	9.2	0.9

*Full-time equivalent

MANDATE

This program is not mandated. The level of service is discretionary.

PURPOSE

Provides a strictly controlled case management program for the frail elderly 65 years and older who are Medi-Cal eligible (with no share of cost) and who are eligible for nursing home care. The program is intended to provide community-based long-term care services as an alternative to costly skilled nursing facilities. Services include adult social day care, housing assistance, IHSS supplementation, case management, respite care, transportation, meal services, protective services, and special communications.

WORKLOAD DATA

Program activities include the projected recruitment, enrollment, and case management for the frail elderly. It is anticipated that approximately 150 individual cases will be handled in 1986-87, the initial year of this program.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Cases	0	0	0	150	200

Cases represent the number of individuals who received case management services from the Multipurpose Senior Service Program during the fiscal year.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT: 54110 AGING-MSSP PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS

$38,764 increase ($213,584 to $252,348)

- $22,817 - Full-year funding of two contract positions (versus seven months in 1986-87).
- $15,947 - Normal salary adjustments for Extra-Help contract positions.

SERVICES AND SUPPLIES

$25,950 increase ($187,940 to $213,890)

- $24,750 - Added an Indirect Cost account for the allocation of administrative charges made to the MSSP program.
- ($5,000) - Decreased casualty insurance cost per Auditor-Controller.
- $4,600 - Added cost of a lease-purchased computer required for compatibility with State system.
- $1,000 - Increased motor pool charges based on current experience and projected caseload increase.

FIXED ASSETS

$384 decrease ($3,600 to $3,216)

- $1,366 - Two lateral files.
- $350 - Two side chairs at $175 each.
- $600 - Two tables.
- $900 - Three conference chairs at $300 each.

REVENUES

$64,330 increase ($405,124 to $469,454)

- $64,330 - State Department of Aging MSSP program grant increase.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Department of Aging will complete its first full year of operating the Multipurpose Senior Service Program (MSSP) on June 30, 1987. This program is one of 20 Statewide demonstration projects selected for funding by the California Department of Aging.

Eligible clients for the MSSP program differ from Linkages program clients in that they are in immediate jeopardy of entering a nursing home or are already institutionalized.

The major goal of the MSSP is to prevent or delay long-term care institutionalization of the frail elderly and to provide for the return to the community of elderly persons already institutionalized. To accomplish this goal, staff provides case management services to eligible clients to identify accessible community-based long-term care alternatives to institutionalization.

For 1987-88, a total of $252,348 is recommended for Salaries and Employee Benefits. Included in this $38,764 increase are $22,817 for full-year funding of two contract positions funded for only seven months in 1986-87 and normal salary adjustments for the remaining 7.2 contract positions. The 9.2 full-time program staff will provide case management services to some 200 clients throughout the year. In addition, purchase-of-service agreements will be completed between specialized service providers to improve clients' accessibility to long-term medical care services.

Services and Supplies funding requirements total $213,890, an increase of $25,950. Of this amount, $85,490 represents costs associated with day-to-day program operations and the remaining $128,400 is allocated for the purchase of medical and special services from provider agencies. Also recommended is $3,216 in Fixed Assets for the purchase of two lateral files ($1,366), two side chairs ($350), two tables ($600) and three conference chairs ($900). These items are necessary due to the outstationing of the program to 510 Magnolia Street in Stockton.

There is no Net County Cost for this program.

BUDGET UNIT: 54110 AGING-MSSP PROGRAM
DEPARTMENT: AGING & COMMUNITY SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide case management services to, and maintain caseload of, 200 clients by June 1987.	1. Provided case management services to 150 frail elderly clients.
2. To maintain average cost for all public services at 95% of institutional benchmark.	2. Cost for all services did not exceed 95% of institutional benchmark.

1987-88 OBJECTIVES

1. To provide case management services to 200 frail elderly eligible clients.
2. To maintain average cost for all services at or below the 95% of institutional benchmark.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the proposed 1987-88 budget.

BUDGET UNIT: 544 COURT WARDS-PROBATION
DEPARTMENT: PROBATION
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 0	$ 16,935	$ 16,935	$ 16,935
• Svcs/Supplies	11,383	12,000	12,000	12,000	0
• Other Charges	37,355	50,000	34,500	34,500	(15,500)
TOTAL APPROP	$ 48,738	$ 62,000	$ 63,435	$ 63,435	$ 1,435
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 48,738	$ 62,000	$ 63,435	$ 63,435	$ 1,435
TEMPORARY (FTE)*	0.0	0.0	0.8	0.8	0.8

*Full-time equivalent.

MANDATE

Sections 900 through 914 of the Welfare and Institutions Code mandate payment by the County of the cost of care of court wards removed from the custody of their parents by court order and placed in foster homes and institutions. Level of service is dependent upon actions of the Juvenile Court.

PURPOSE

Provides funds for the care of children in foster homes, group homes, and institutions as an alternative to detention in Juvenile Hall. Provides specialized surveillance and service to minors detained at home awaiting placement.

WORKLOAD DATA

This budget unit pays for a minor's placement (including medical and clothing needs), pending the availability of AFDC funds. Funds are also provided to pay transportation costs to and from placement.

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Average number of minors in placement per month	126	134	185	198	215
Average caseload per officer per month	54	47	46	54	62
Average daily cost of placement	$45.70	$50.56	$54.00	$57.75	$60.00

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES AND BENEFITS
$16,935 increase (zero to $16,935)
- $16,935 - Funds extra-help staffing to decrease placements, and detention.

BUDGET UNIT: 544 COURT WARDS-PROBATION
DEPARTMENT: PROBATION
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: MALCOLM R. CURRY

SUMMARY OF MAJOR BUDGET CHANGES

OTHER CHARGES
$15,500 decrease ($50,000 to $34,500)
- ($15,500) - Savings resulting from better, quicker application process for AFDC eligibility.

NET COUNTY COST
$1,435 increase ($62,000 to $63,435)

PROGRAM DISCUSSION OF 1987-88 BUDGET

Placement cases are increasing. To accommodate the increased number of placements and the varying needs of the minors, placement resources have been expanded. The placement unit presently utilizes 64 placement facilities throughout the State. It is anticipated that in July 1987 many of the placement facilities used will be requesting rate increases. This will impact the support and care account.

However, with the continued cooperation of the Human Services Agency, AFDC applications are processed in an average of three days. This has reduced the County's costs for support and care of placements.

The savings, resulting from the quicker AFDC application process, are recommended to be used to hire a .75 FTE Probation Officer I. This position will provide early, intensive contact with minors slated for out-of-home placement. Attempts will be made, through the internal screening of placement recommendations and the provision of intensive surveillance of and provision of service to home detainees, to reduce the rate of placement and the number of minors detained awaiting placement.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue the timely processing of placements to minimize County costs.	1. Reduced time to process placement applications; saved at least $15,000.

1987-88 OBJECTIVES

1. To continue the timely processing of placements to minimize County costs.
2. To test the effectiveness of placement screening.
3. To test the effectiveness of intensive surveillance and service provision to minors detained in their homes pending placement.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 54401 CARE OF COURT WARDS-PUBLIC ASSISTANCE
DEPARTMENT: PUBLIC ASSISTANCE
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: HARRY BRODIE

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 0	$ 2,000	$ 0	$ 0	$ (2,000)
• Other Charges	28,484	25,000	10,000	10,000	(15,000)
TOTAL APPROP	$ 28,484	$ 27,000	$ 10,000	$ 10,000	$(17,000)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 28,484	$ 27,000	$ 10,000	$ 10,000	$(17,000)
TOTAL STAFFING	0	0	0	0	0

MANDATE

The California Welfare and Institutions Code requires counties to provide institutional care for needy children when parents or guardians are not financially able to do so and when eligibility for other aid cannot be established.

PURPOSE

Provides assistance for the institutional care and treatment of minor children whose parents or guardians do not qualify for the categorical aid programs and are not financially able to provide the required care.

WORKLOAD DATA

	-------Actual--------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Annual Child Count	59	59	62	60	20
Percentage Change		0	5.8%	(3.2%)	(66.7%)

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$2,000 decrease ($2,000 to zero)
- ($2,000) - Transportation and travel costs for 1987-88 have been transferred to the Human Services Administrative budget No. 50101.

OTHER CHARGES
$15,000 decrease ($25,000 to $10,000)
- ($15,000) - Reduction in aid payments based on new policy qualifying some children for AFDC-FC.

NET COUNTY COST
$17,000 decrease ($27,000 to $10,000)

BUDGET UNIT: **54401 CARE OF COURT WARDS-PUBLIC ASSISTANCE**
DEPARTMENT: **PUBLIC ASSISTANCE**
FUNCTION: **HUMAN SERVICES**
RESPONSIBLE MANAGER: **HARRY BRODIE**

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Proposed Budget for Care of Court Wards-Public Assistance has been reduced by $17,000. This reduction reflects a policy change effective in March 1987 which will allow the Agency to qualify some of these children for AFDC-Foster Care. Transportation and travel costs for this program have been transferred to the Administrative Budget No. 50101 to more appropriately segregate program overhead costs from the funding requirements for aid payments.

The cost of this mandated program is fully supported by the County General Fund.

CONCURRENCE

Mr. Harry Brodie, Director of Human Services, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 545 ALTERNATE CARE HOMES
DEPARTMENT: PROBATION
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: MALCOLM R. CURRY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 0	$ 28,741	$ 34,831	$ 34,831	$ 6,090
• Svcs/Supplies	3,132	9,530	8,330	8,330	(1,200)
• Other Charges	0	76,175	83,975	83,975	7,800
• Fixed Assets	0	1,500	0	0	(1,500)
TOTAL APPROP	$ 3,132	$ 115,946	$ 127,136	$ 127,136	$ 11,190
Earned Revenue By Source					
• Aid-Other Govt	$ 3,132	$ 115,946	$ 127,136	$ 127,136	$ 11,190
TOTAL REVENUE	$ 3,132	$ 115,946	$ 127,136	$ 127,136	$ 11,190
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
ALLOCATED POSITIONS	0	1	1	1	0

MANDATE

Section 207 of the Welfare and Institutions Code prohibits the detention of status offenders in secure custody. Alternate care foster homes are used to detain such minors. Level of service is discretionary, but is impacted by the number of minors arrested and detained by the Juvenile Court. All costs for this program are State reimbursed.

PURPOSE

Provides funds to house pre-delinquent minors (runaway, truant, out-of-control), pending court action, return to parents, or delivery to long-term placement.

WORKLOAD DATA

	Actual 1983	Actual 1984	Actual 1985	Actual 1986	Proj. 1987
Number of Bookings	552	588	722	739	761
Petitions Filed	44	58	100	95	90
	8%	10%	19%	13%	11%
Petitions Dismissed	27	48	69	66	63
Formal Wardship	17	10	31	29	26
Closed w/o Formal Action	508	530	622	710	735
	92%	90%	86%	96%	96%
Child Care Days	2,678	2,268	3,225	4,525	4,200
Cost for Child Care*	$32,136	$27,216	$39,808	$58,825	$54,600

*As of July 1, 1985, foster care per day was increased from $12 to $13. Does not include $100 per month per bed standby pay.

BUDGET UNIT:	**545 ALTERNATE CARE HOMES**
DEPARTMENT:	**PROBATION**
FUNCTION:	**HUMAN SERVICES**
RESPONSIBLE MANAGER:	**MALCOLM R. CURRY**

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$6,090 increase ($28,741 to $34,831)

- $6,090 - Position granted last year, now budgeted for 12 months and normal salary adjustments.

SERVICES & SUPPLIES

$1,200 decrease ($9,530 to $8,330)

- ($1,200) - Consultant costs for conjoint family therapy training reduced.

OTHER CHARGES

$7,800 increase ($76,175 to $83,975)

- $7,800 - Increased amount needed for child care days.

REVENUES

$11,190 increase ($115,946 to $127,136)

- $11,190 - Increased State subvention to offset increased costs.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Alternate Care Home Program is used to recruit families, organizations, or other groups which maintain between 12 and 14 beds for the purpose of maintaining minors referred or delivered to the Probation Officer per 601 California Welfare and Institutions Code. Through these homes, the project diverts minors from the Juvenile Court system and provides family crisis counseling.

The emphasis in working with 601 out-of-control minors is to divert them from the Juvenile Justice system. This is usually accomplished through resolving family problems so minors can remain in their own homes.

Due to increased workload and limited staff time available, an additional Probation Officer position was added in 1986-87 under State subvention funding. The Probation Juvenile Division budget unit continues to support the other four positions assigned to this program.

Also, in 1986-87, approval was given to hire a consultant to train staff in conjoint family therapy. It was anticipated that the additional position coupled with the training would increase the number of minors diverted from the Juvenile Court system. Workload data supports this:

	1985	1986
Number of Bookings	722	739
Closed Without Formal Action	622	710
Diverted from the Juvenile Court System	86%	96%

It is recommended that the on-going training update be continued.

There is no Net County Cost for this program which is supported by State subvention funds.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To divert 100% of minors referred for being runaways or out of control.	1. Diverted 96% of all runaway and out-of-control youths.

BUDGET UNIT: 545 ALTERNATE CARE HOMES
DEPARTMENT: PROBATION
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: MALCOLM R. CURRY

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
2. To provide housing for 100% of minors referred to the Probation Officer per Section 601, Welfare and Institutions Code.	2. Provided housing for 100% of minors referred to the Probation Officer per Section 601, Welfare and Institutions Code.

1987-88 OBJECTIVES

1. To divert 100% of minors referred for being runaway or out of control.
2. To provide housing for 100% of minors referred to the Probation Officer per Section 601, Welfare and Institutions Code.

CONCURRENCE

Mr. Malcolm R. Curry, Acting Chief Probation Officer, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 556 VETERANS SERVICE OFFICE
DEPARTMENT: VETERANS SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: CLYDE B. COLLEY

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 200,161	$ 208,724	$ 214,443	$ 214,443	$ 5,719
• Svcs/Supplies	9,538	11,380	16,217	11,383	3
• Fixed Assets	865	910	995	995	85
TOTAL APPROP	$ 210,564	$ 221,014	$ 231,655	$ 226,821	$ 5,807
Earned Revenue By Source					
• Aid-Other Govt	$ 37,314	$ 38,000	$ 35,793	$ 35,793	$ (2,207)
• Other Revenue	454	456	506	506	50
TOTAL REVENUE	$ 37,768	$ 38,456	$ 36,299	$ 36,299	$ (2,157)
NET COUNTY COST					
• Discretionary	$ 172,796	$ 182,558	$ 195,356	$ 190,522	$ 7,964
ALLOCATED POSITIONS	6	6	6	6	0

MANDATE

The Veterans Service Office was established in accordance with Article 4, California Military and Veterans Code. Level of service is discretionary.

PURPOSE

Pursues claims against the Federal Veterans Administration (VA) for disability pensions, compensation, education, and medical care for veterans and their eligible dependents; assists widows and children of veterans in claiming burial allowances, death benefits, pensions and insurance; assists with applications for VA funds in lieu of local welfare grants; provides transportation to the Medical Center in Livermore. Medical care obtained from the VA possibly precludes treatment at San Joaquin General Hospital, thereby saving local tax dollars.

WORKLOAD DATA

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Office Contacts	13,068	12,569	11,275	11,215	10,632
Telephone Contacts	11,509	12,179	12,970	12,858	14,344
Hospital/Field Contacts	526	510	444	445	390
Claims Filed	1,810	1,881	1,867	1,949	2,007
Claim Awards:					
Retro Amounts	$525,419	$563,381	$457,402	$456,820	$414,610
Monthly Amounts	$230,266	$224,124	$242,707	$255,930	$277,752
Lump Sum Amounts	$511,674	$567,028	$574,853	$668,354	$643,625

Claims Filed are applications completed by the Veterans Service Office staff for veterans and dependents claiming Federal or State monies.

BUDGET UNIT: 556 VETERANS SERVICE OFFICE
DEPARTMENT: VETERANS SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: CLYDE B. COLLEY

WORKLOAD DATA

Claim Awards:

Retro Amounts are dollars paid by the VA to veterans and dependents covering the period between the date a monthly award is approved and the date the first check is issued.

Monthly Amounts are dollars paid each month by the VA to veterans and dependents for disability or death benefits.

Lump Sum Amounts are one-time payments for burial benefits, insurance proceeds, adjustments based upon medical expenses, automobile grants, adaptive equipment, special clothing allowances, and waivers of indebtedness to the VA.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$5,719 increase ($208,724 to $214,443)
- $6,719 - Normal salary adjustments.
- ($1,000) - Deletion of funding for Overtime.

FIXED ASSETS
$85 increase ($910 to $995)
- $995 - Purchase of copier previously leased.

REVENUES
$2,157 decrease ($38,456 to $36,299).
- ($2,207) - Decrease in State Subvention money.
- $50 - Increase in transportation revenues.

NET COUNTY COST
$7,964 increase ($182,558 to $190,522)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Proposed Budget maintains the current level of service to the veterans' community. A 4% increase in Net County Cost of $7,964 (from $182,558 to $190,522) results from normal salary adjustments ($6,719), offset by deletion of cash payment for overtime ($1,000), together with a decrease in State Subvention money ($2,207).

The State Subvention money which is limited to $1 million, is allocated to Veterans Services offices according to the number of auditable work units reported. As Veterans Services offices all over the State increase their efforts and thereby have more work units to report, the subvention money available per work unit is lowered. This trend will probably continue as the competition for the subvention money grows.

This shrinking of subvention funds would be offset by passage of A.B. 148. State agencies have conceded that County VSO's save the State money by obtaining Federal funds. A.B. 148 would establish a procedure to calculate the amount of these savings and release that amount to the State Department of Veterans Affairs budget. Each county would receive a portion of these funds equal to their proportion of savings contributed to the State. This would result in a significant increase in revenue to the San Joaquin County VSO.

A review of the workload data from 1982-83 forward, shows office contacts have decreased while telephone contacts have increased. This is directly related to the aging veterans of World War II (those 65 and over represent 19% of the

BUDGET UNIT: 556 VETERANS SERVICE OFFICE
DEPARTMENT: VETERANS SERVICES
FUNCTION: HUMAN SERVICES
RESPONSIBLE MANAGER: CLYDE B. COLLEY

PROGRAM DISCUSSION OF 1987-88 BUDGET

veterans' population). Many are no longer able to come to the Veterans Services office; many problems are solved by telephone or mail.

A significant decrease is noted in retro dollar amounts. This is due largely to staff efficiency in claims preparation and presentation thereby allowing the Veterans Administration to adjudicate and award monies on a more timely basis.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide service to over 25,000 claimants.	1. Provided service to 24,518 claimants. A decrease of 482 contacts is not considered significant.
2. To conduct a survey to determine where improvement is warranted. Every tenth caller and every tenth walk-in will be surveyed.	2. Abandoned the survey because of Manpower limitations. In addition, clients requested staff to complete the survey for them. The survey, therefore, would have had no validity.
3. To act on the results of the survey as appropriate.	3. No valid results.

1987-88 OBJECTIVES

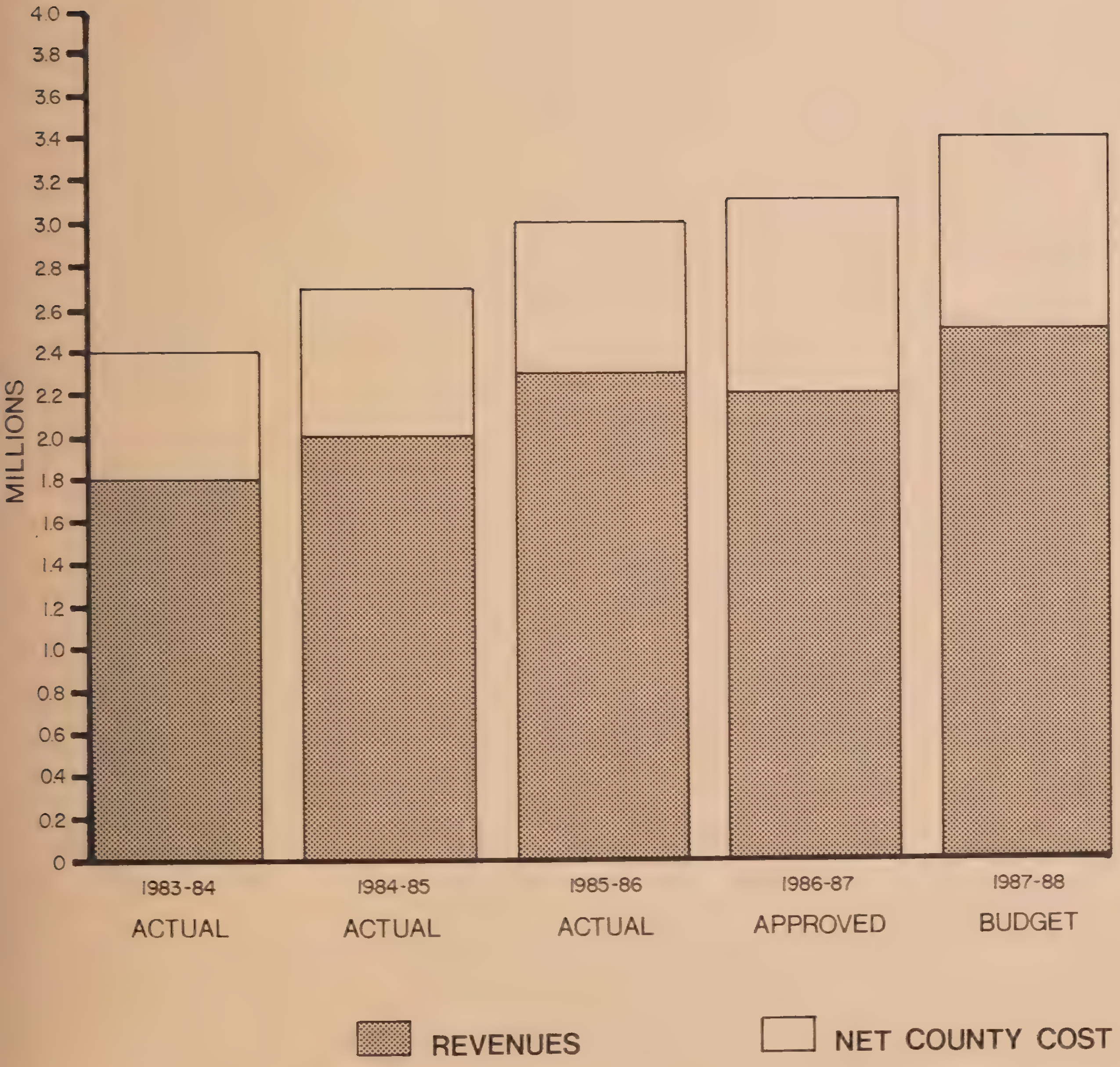
1. To increase service to over 25,000 claimants.
2. To increase Subvention income.

CONCURRENCE

Mr. Clyde Colley, Veterans Service Officer, agrees with the budget as proposed for 1987-88.

Education

CHANGE IN PROGRAM EXPENDITURES



Education

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 60100-Superintendent of Schools	$ 467,006	$ 506,275	$ 504,905	$ 37,899
• 60200-Board of Education	34,183	36,081	35,816	1,633
• 60300-School Dist Organization	800	800	800	0
• 62200-Education - Juvenile Hall	24,233	30,176	30,176	5,943
• 60900-County Library	2,184,675	2,562,432	2,562,432	377,757
• 60901-Administrative Services	41,885	42,307	42,307	422
• 61500-Cooperative Extension	306,290	314,856	314,856	8,566
SUB-TOTAL	$ 3,059,072	$ 3,492,927	$ 3,491,292	$ 432,220
Less: Intra-County Transfer	0	(42,307)	(42,307)	(42,307)
TOTAL - EDUCATION	$ 3,059,072	$ 3,450,620	$ 3,448,985	$ 389,913

BUDGET UNITS: **SUPERINTENDENT OF SCHOOLS**
ALL SCHOOL-RELATED PROGRAMS
RESPONSIBLE MANAGER: **DR. GAYLORD NELSON**

Summary

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 76,893	$ 83,251	$ 75,650	$ 75,650	$ (7,601)
• Svcs/Supplies	394,527	442,971	497,682	496,047	53,076
TOTAL APPROP	$ 471,420	$ 526,222	$ 573,332	$ 571,697	$ 45,475
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 471,420	$ 526,222	$ 573,332	$ 571,697	$ 45,475
ALLOCATED POSITIONS	4	3	2	2	(1)

SUMMARY

This presentation reflects the combined cost of the four budget units that are the education functions of the County, which are mandated by the State. They are: Superintendent of Schools - 601, Board of Education - 602, School District Organization - 603, Education-Juvenile Hall - 622.

PROGRAM HIGHLIGHTS

- In the spring of 1987-88, construction bids for the new Superintendent of Schools' office building near Stockton Metropolitan Airport were accepted. The building is expected to be ready for occupancy in June 1988.
- Although not reflected in this budget summary, $2.5 million was appropriated in the Public Improvement budget in 1986-87 towards the construction of this new facility. The total project cost is expected to be between $4.2 and $4.5 million.
- Overall mandated County support of the Superintendent of Schools' operations represents a maintenance-of-effort expenditure level.

BUDGET UNIT: 601 SUPERINTENDENT OF SCHOOLS
DEPARTMENT: SUPERINTENDENT OF SCHOOLS
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DR. GAYLORD NELSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 63,081	$ 64,879	$ 57,278	$ 57,278	$ (7,601)
• Svcs/Supplies	362,386	402,127	448,997	447,627	45,500
TOTAL APPROP	$ 425,467	$ 467,006	$ 506,275	$ 504,905	$ 37,899
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 425,467	$ 467,006	$ 506,275	$ 504,905	$ 37,899
ALLOCATED POSITIONS	4	3	2	2	(1)

MANDATE

Article IX, Section 3, of the State Constitution, mandates the creation of the Office of the Superintendent of Schools. Education Code Section 1200 et seq. and Section 1510 require the Board of Supervisors to provide for certain support and expense of the Superintendent of Schools.

PURPOSE

Funds the County's portion of the support of the Superintendent of Schools' function.

WORKLOAD

The County provides full funding for the Schools' Financial Clerk and the Schools' Insurance Clerk. These positions perform a number of duties in which the volume of paper processed is extremely high and varies greatly from month-to-month. Some of the more important functions are listed below with the number of School Districts served.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Review the commercial warrants of School Districts	19	19	19	19	19
Make payments to insurance carriers for health, dental, and other insurance	18	18	18	18	18
Make payments for TSA, Deferred Comp., Credit Unions, etc.	16	16	16	16	16
Process payrolls for School Districts	16	16	16	16	16
Review payroll data of the remaining three districts	3	3	3	3	3
Maintain fiscal control to balance County Auditor's records with County Superintendent's records	19	19	19	19	19
Input revenue to County Treasury	19	19	19	19	19

BUDGET UNIT: 601 SUPERINTENDENT OF SCHOOLS
DEPARTMENT: SUPERINTENDENT OF SCHOOLS
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DR. GAYLORD NELSON

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$7,601 decrease ($64,879 to $57,278)

- $4,419 - Normal salary adjustments.
- ($12,020) - Transfer of Specialist Clerk position to County Office of Education (costs shown in Professional Services).

SERVICES & SUPPLIES
$45,500 increase ($402,127 to $447,627)

- $38,744 - Increase in County's share of salaries and benefits for Superintendent of Schools; Assistant Superintendent, Business Services; Coordinator of Financial Services; Account Specialists; and clerical staff for percentage of time spent on County-mandated functions.
- $1,867 - Increased postage for information to be mailed to public, districts, and State.
- $2,500 - Increased cost for general office supplies.
- $1,391 - Increased data processing charges.

NET COUNTY COST
$37,899 increase ($467,006 to $504,905)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The responsibilities of the County Superintendent of Schools can be grouped into three primary functions:

1. To serve as agent of the State by performing certain regulatory responsibilities, including administrative, financial, budgetary, and business functions for schools.
2. To coordinate or operate programs or services that can be more effectively provided by a central office or combination of districts.
3. To provide special assistance to small school districts in the form of curriculum consultants, psychologists, and child welfare personnel.

The Salaries/Benefits category includes funding for the County staff, while the Services/Supplies category includes the funding for the County's share of other employees' salaries in the Office who are largely paid by State funding.

Historically, the County has always been one year in arrears in paying its portion of the salaries in the Services/Supplies category. This is because negotiated changes in Superintendent of Schools employees' salaries are effective July 1 of each year. At the time of preparation of this Proposed Budget, it is unknown what the changes will be. It may become necessary for the Superintendent of Schools to return to the Board of Supervisors mid-year in 1987-88 for additional funds to cover increases in salaries.

1986-87 OBJECTIVES	**1986-87 ACCOMPLISHMENTS**
1. To continue implementation of school reforms as originally implemented by SB 813 of 1984 and the Legislation that followed.	1. Implemented SB 813 reforms along with a revised updated Statewide program accounting system.
2. To construct the new Superintendent of Schools' office building near Stockton Metropolitan Airport.	2. Sent bids to contractors.

BUDGET UNIT: **601 SUPERINTENDENT OF SCHOOLS**
DEPARTMENT: **SUPERINTENDENT OF SCHOOLS**
FUNCTION: **EDUCATION**
RESPONSIBLE MANAGER: **DR. GAYLORD NELSON**

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
3. To provide assistance to school districts in the areas of business services and educational services.	3. Provided assistance to school districts in the area of business services and educational services.
4. To assist school districts in teacher recruitment.	4. Provided teacher recruitment folders to all districts.
5. To cooperate with neighboring County Superintendents' offices and the universities in establishing an administrative center to serve principals in the development and improvement of administrative skills.	5. Continued cooperation with other County Offices of Education and universities.

1987-88 OBJECTIVES

1. To continue implementation of school reforms as originally implemented by SB 813 of 1984 and the Legislation that followed.
2. To consolidate the offices of the County Superintendent of Schools in the new facility located North of the Airport.
3. To provide assistance to school districts in the areas of business services and educational services.
4. To assist school districts in teacher recruitment.
5. To cooperate with neighboring County Superintendents' offices and the universities in establishing an administrative center to serve principals in the development and improvement of administrative skills.
6. Final implementation of the new State program accounting system.

CONCURRENCE

Dr. Gaylord Nelson, Superintendent of Schools, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 602 BOARD OF EDUCATION
DEPARTMENT: SUPERINTENDENT OF SCHOOLS
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DR. GAYLORD NELSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 13,812	$ 18,372	$ 18,372	$ 18,372	$ 0
• Svcs/Supplies	11,460	15,811	17,709	17,444	1,633
TOTAL APPROP	$ 25,272	$ 34,183	$ 36,081	$ 35,816	$ 1,633
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 25,272	$ 34,183	$ 36,081	$ 35,816	$ 1,633
TOTAL STAFFING	0	0	0	0	0

MANDATE

Education Code Section 1000 dictates that there shall be a County Board of Education. Education Code Section 1091 et seq. requires the County General Fund to pay travel, compensation, memberships, and other expenses for performance of duties and attendance at organizational meetings.

PURPOSE

As an elected body, advises the Superintendent of Schools on courses of study for non-city schools, processes teacher credentials, makes recommendations on the Superintendent's budget, conducts hearings on interdistrict transfers, and adopts policy for the operation of the County Superintendent of Schools' Office.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$1,633 increase ($34,183 to $35,816)

- $235 - Increased cost of School Board Association Memberships.
- $590 - Increased cost of benefits for Board members (charged to Professional and Specialized Services).
- $300 - Increase in Legal and Court Reporter costs reflects anticipated increase in hearings.
- $500 - Increased costs of school Board travel.

NET COUNTY COST
$1,633 increase ($34,183 to $35,816)

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget pays stipends for the five members of the County Board of Education and the Secretary to the Board. The 1987-88 recommended appropriation includes the continuation of the cost of health and dental insurance premiums for Board members, the funding of the Superintendent of Schools' vehicle allowance and executive management fringe benefit package.

BUDGET UNIT: 602 BOARD OF EDUCATION
DEPARTMENT: SUPERINTENDENT OF SCHOOLS
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DR. GAYLORD NELSON

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To carry on the responsibilities of the Education Code related to the County Board of Education.	1. Carried on the responsibilities of the Education Code related to the County Board of Education.

1987-88 OBJECTIVES

1. To carry on the responsibilities of the Education Code related to the County Board of Education.

CONCURRENCE

Dr. Gaylord Nelson, Superintendent of Schools, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: **603 SCHOOL DISTRICT ORGANIZATION**
DEPARTMENT: **SUPERINTENDENT OF SCHOOLS**
FUNCTION: **EDUCATION**
RESPONSIBLE MANAGER: **DR. GAYLORD NELSON**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 257	$ 800	$ 800	$ 800	$ 0
TOTAL APPROP	$ 257	$ 800	$ 800	$ 800	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 257	$ 800	$ 800	$ 800	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

Education Code Section 4000 requires a County Committee on School District Organization. The Board of Supervisors shall approve any actual and necessary travel expenses and shall pay these expenses from the County General Fund, as required by Education Code Section 4010.

PURPOSE

Provides funds for mileage reimbursement for Committee members and required publications and legal notices.

The County Committee on School District Organization accepts petitions, conducts hearings, and makes recommendations to the State Board of Education regarding reorganization, change of boundaries, and rearrangement of trustee areas, for the County's school districts. The Committee consists of 11 members who serve four-year terms. Representatives of all the school district governing boards in the County elect committee members. Two members are selected from each supervisorial district and one member is selected from the County at large.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Proposed Budget reflects a continuation of the current service and cost level.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To meet to review any proposed territorial changes in district boundaries.	1. Met to review any proposed territorial changes in district boundaries.

1987-88 OBJECTIVES

1. To meet to review any proposed territorial changes in district boundaries.

CONCURRENCE

Dr. Gaylord Nelson, Superintendent of Schools, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 622 EDUCATION-JUVENILE HALL
DEPARTMENT: SUPERINTENDENT OF SCHOOLS
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DR. GAYLORD NELSON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Svcs/Supplies	$ 20,424	$ 24,233	$ 30,176	$ 30,176	$ 5,943
TOTAL APPROP	$ 20,424	$ 24,233	$ 30,176	$ 30,176	$ 5,943
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Mandated	$ 20,424	$ 24,233	$ 30,176	$ 30,176	$ 5,943
TOTAL STAFFING	0	0	0	0	0

MANDATE

Welfare and Institutions Code Section 850 mandates that the County establish and maintain a Juvenile Detention Facility. Section 856 permits the Board of Supervisors to provide for the establishment of schools for education of the children in such facilities.

PURPOSE

Provides the County share of costs of the Superintendent of Schools' educational program for children in Juvenile Hall and Mary Graham Children's Shelter. The County Superintendent of Schools provides for the year-round education of youths detained by the County at Juvenile Hall and children housed at Mary Graham Children's Shelter. The pupils served vary from day-to-day, depending on the population at the juvenile facilities.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SERVICES & SUPPLIES
$5,943 increase ($24,233 to $30,176)
- $5,943 - Increase in costs based on increased average daily attendance in the Juvenile Hall education facility.

NET COUNTY COST
$5,943 increase ($24,233 to $30,176)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Proposed Budget for 1987-88 reflects a continuation of current service levels. The estimated total program cost of $567,210 for 1987-88 is based on a projected average daily attendance (ADA) of 185 pupils and an average cost per pupil of $3,066. The County's 5.3% share of the total cost reflects a $5,943 increase due to a rise in the cost per pupil (from $2,847 to $3,066 = $219) and an anticipated increase in the average daily attendance (160 to 185 = 25). The 94.6% State share of program funding appears in the Superintendent of Schools' State Budget.

BUDGET UNIT: **622 EDUCATION-JUVENILE HALL**
DEPARTMENT: **SUPERINTENDENT OF SCHOOLS**
FUNCTION: **EDUCATION**
RESPONSIBLE MANAGER: **DR. GAYLORD NELSON**

1986-87 OBJECTIVES

1. To continue to provide a quality year-round school environment for those youths in residence at Juvenile Hall and Mary Graham Children's Shelter.

1986-87 ACCOMPLISHMENTS

1. Provided a quality year-round school environment for those youths in residence at Juvenile Hall and Mary Graham Children's Shelter.

1987-88 OBJECTIVES

1. To continue to provide a quality year-round school environment for those youths in residence at Juvenile Hall and Mary Graham Children's Shelter.

CONCURRENCE

Dr. Gaylord Nelson, Superintendent of Schools, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 609 COUNTY LIBRARY
DEPARTMENT: LIBRARY
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: Library	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 2,261,718	$ 2,226,560	$ 2,562,432	$ 2,562,432	$335,872
Total Expend	$ 2,261,718	$ 2,226,560	$ 2,562,432	$ 2,562,432	$335,872
• Intrafund Trans	0	(41,885)	0	0	41,885
TOTAL APPROP	$ 2,261,718	$ 2,184,675	$ 2,562,432	$ 2,562,432	$377,757
Earned Revenue By Source					
• Property Taxes	$ 1,025,907	$ 1,103,054	$ 1,168,492	$ 1,168,492	$ 65,438
• Other Taxes	1,115,046	1,047,577	1,131,383	1,131,383	83,806
• Aid-Other Govt	42,710	42,826	42,250	42,250	(576)
• Charges for Svcs	31,826	33,000	75,307	75,307	42,307
• Other Revenue	104,729	43,720	45,000	45,000	1,280
• Fund Balance	(58,500)	(85,502)	100,000	100,000	185,502
TOTAL REVENUE	$ 2,261,718	$ 2,184,675	$ 2,562,432	$ 2,562,432	$377,757
NET COUNTY COST					
• Discretionary	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for library services. Education Code Sections 19100 to 19180 authorize the establishment and maintenance of a county library system. The joint City/County Library System is authorized by Education Code Sections 18916 and 19112. The funding base provided for library services cannot be spent for any other purpose.

PURPOSE

Provides the County share of the cost of the City/County Library System which serves the cities of Stockton, Manteca, Tracy, Ripon, and Escalon and the unincorporated areas of the County; obtains library books and materials; provides an accurate reader advisory and reference service; develops and trains staff to provide public service; maintains branch library facilities and the bookmobile service; assists other libraries with an exchange program.

WORKLOAD DATA

	----------Actual----------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Materials Loaned	1,186,810	1,358,290	1,574,695	1,681,578	1,795,715
Reference Questions	145,658	154,689	184,390	200,256	216,121
Reserves Taken	24,882	24,964	33,228	36,005	39,014
Interlibrary Loan	17,499	13,387	13,276	18,410	19,330
Titles Reviewed	28,191	31,722	37,840	40,841	44,080
New Titles Added	9,900	10,332	12,912	14,226	14,226
Volumes Added	60,267	66,657	74,667	78,598	78,598

BUDGET UNIT: 609 COUNTY LIBRARY
DEPARTMENT: LIBRARY
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The library services agreement, negotiated between the County of San Joaquin and the City of Stockton during 1982-83, requires the County to notify the City in May, prior to the beginning of the fiscal year, of the projected financing available for the County's contribution to library services. Based upon this requirement, the City has been notified that available financing for 1987-88 projected at this time is $2,562,432. This is a preliminary figure and will be modified depending upon the outcome of the State budget process, year-end fund balances, and the actual growth in the County Library System's assessed valuation.

The County's funding base for library services is made up of property tax revenues, Special District Augmentation Funds, the pro rata share of fees for library services and rebates and refunds, and any prior year carryover balance. The estimate for 1987-88 is predicated on an assessed valuation growth of 7% above the approved 1986-87 estimates.

The policy of providing a General Fund contribution to finance half of the cost of the City/County librarian position (Budget Unit No. 60901) will be continued. However, in the 1987-88 budget, this is shown as a revenue (Charges for Services) rather than a Cost Applied, in keeping with State budgeting requirements.

The revenues projected for the library are as follows:

Revenue Category	1986-87 Approved	1987-88 Proposed	Inc./Dec.
Property Tax - Current	$1,033,500	$1,094,067	$ 60,567
SB 813	24,025	28,100	4,075
Prior Taxes	45,529	46,325	796
Augmentation Fund	1,047,577	1,131,383	83,806
Homeowners Exemption	42,600	42,250	(350)
Disabled Veterans	226	0	(226)
Library Services	33,000	33,000	0
Rebates & Refunds	43,720	45,000	1,280
General Fund Contribution	41,885	42,307	422
Fund Balance	(85,502)	100,000	185,502
TOTAL	$2,226,560	$2,562,432	$335,872

Rapid population growth in the County has resulted in heavy demands being placed on existing library facilities. The increased funding available in 1987-88 will be used to meet this demand particularly in the Tracy area where a new, larger branch facility will soon be completed. Any revenues exceeding those needed for library operations in 1987-88 should go to Capital Outlay and be held for future capital needs of the library system. These projected needs will be identified in the next few months by a study, financed jointly by the City and County. This study was conducted to determine the need and optimum location of new library facilities.

BUDGET UNIT: 60901 **LIBRARY ADMINISTRATIVE SERVICES**
DEPARTMENT: LIBRARY
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 39,457	$ 41,885	$ 0	$ 0	$(41,885)
• Operating Trans	0	0	42,307	42,307	42,307
TOTAL APPROP	$ 39,457	$ 41,885	$ 42,307	$ 42,307	$ 422
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 39,457	$ 41,885	$ 42,307	$ 42,307	$ 422
TOTAL STAFFING	0	0	0	0	0

MANDATE

Education Code Section 19147 prescribes that the salary of the County Librarian shall be paid out of the same fund as other County officers.

PURPOSE

Provides General Fund support to the County Library equivalent to one-half the salary and benefits cost of the City/County Librarian position.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The 1987-88 Proposed Budget anticipates the salary and benefits to be paid to the Director of Library Services. The budgeting changes of including this contribution in the "Operating Transfers Out" object rather than the "Other Charges" object is to comply with State budgeting requirements.

BUDGET UNIT: 615 UNIVERSITY OF CALIFORNIA - COOPERATIVE EXTENSION
DEPARTMENT: COOPERATIVE EXTENSION
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: GARY W. JOHNSTON

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 195,523	$ 209,105	$ 218,326	$ 218,326	$ 9,221
• Svcs/Supplies	76,697	89,935	88,556	88,556	(1,379)
• Other Charges	5,432	6,000	6,000	6,000	0
• Fixed Assets	317	1,250	1,974	1,974	724
TOTAL APPROP	$ 277,969	$ 306,290	$ 314,856	$ 314,856	$ 8,566
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 277,969	$ 306,290	$ 314,856	$ 314,856	$ 8,566
ALLOCATED POSITIONS	8.0	8.0	8.0	8.0	0
TEMPORARY (FTE)*	0.1	0.1	0.1	0.1	0
TOTAL STAFFING	8.1	8.1	8.1	8.1	0

*Full-time equivalent

MANDATE

The function of this department is not mandated. However, Section 32330 of the Education Code provides that the Board of Supervisors may appropriate and use County funds for the support and maintenance of extension work in agriculture and home economics. The extension work must be conducted under the approval of the U.S. Department of Agriculture (USDA) and in cooperation with the University of California.

PURPOSE

Provides funding for the County's share of the University of California's Cooperative Extension Program.

WORKLOAD DATA

Departmental activities include conducting problem-solving research trials, developing research publications, providing educational meetings, and training sessions for residents of the County. Consultations with individuals, groups, and organizations extend information that is generated at the County level as well as at the University of California field stations and campuses.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Meeting Attendance	60,000	65,000	61,750	61,400	62,000
Research Trials	193	200	200	204	200
Newsletter Circulation	171,000	175,000	166,200	170,550	180,000
Publication Distribution	85,000	85,000	85,000	80,000	81,000
Telephone Inquires	6,500	6,500	6,650	8,580	9,500
Consultations	4,600	4,500	4,500	4,800	4,900

Meeting Attendance indicates the number of individuals participating in meetings dealing with research trial results, production practices, leadership

WORKLOAD DATA

training, demonstration principles, specific topic groups, problem solving, and communication issues.

Research Trials are tests conducted in cooperation with local cooperators to establish new research/varietal information and/or to verify research done in other geographic areas.

Newsletter Circulation indicates copies circulated as an outreach component of research and educational efforts.

Publication Distribution indicates the distribution of County, Statewide, and Cooperative Extension publications to interested County residents.

Telephone Inquiries involve requests for information by County residents.

Consultations include direct assistance to individuals and small groups through office/farm/home consultations.

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS
$9,221 increase ($209,105 to $218,326)
- $7,709 - Normal salary adjustments.

SERVICES & SUPPLIES
$1,379 decrease ($89,935 to $88,556)
- ($6,776) - Decreased allocation for Communications.
- $4,806 - Increase in Data Processing Direct Charges - Equipment.
- $1,000 - Increase in Maintenance-Structures and Grounds.

FIXED ASSETS
$724 increase ($1,250 to $1,974)
- $900 - Computer sound shields.
- $550 - Secretarial swivel chairs.
- $524 - Computer work stations.

NET COUNTY COST
$8,566 increase ($306,290 to $314,856)

PROGRAM DISCUSSION OF 1987-88 BUDGET

The University of California Cooperative Extension's mission is to develop, extend, and bring about through educational means, the use of research-based knowledge to improve specific practices and technologies in its areas of expertise. Programs are conducted in partnership with local counties and the Federal government. The Cooperative Extension links every county in California to the University of California's research and educational programs. The programs of the Cooperative Extension focus on agriculture, family and consumer sciences, 4-H youth activities, community resource development and related public service needs of San Joaquin County residents.

In 1986-87, funds supporting Cooperative Extension in San Joaquin County totaled approximately $1.7 million. This included: University of California staff advisors' salaries, Statewide administrative and specialist support; Federal funding for postage; a special Department of Agriculture grant for low-income nutrition education; State and Federal research grants; and gifts and grants from the private sector and industry. Cooperative Extension funding is provided by: the County (18%), State (65%), and Federal governments (17%). Additionally, some 700 volunteers contributed their time and expertise as 4-H leaders, Master Food Preservers, Master Gardeners, and

PROGRAM DISCUSSION OF 1987-88 BUDGET

research cooperators throughout the County.

The recommended budget includes an appropriation for computer equipment. The recommended system expansion includes a personal computer, printers, and software at an estimated cost of $4,806. Over the last three years, all staff, including clerical, have increased their computer use and skills dramatically. All mailing lists are currently computerized. The Cooperative Extension has come to rely heavily on computer programs to analyze and summarize research findings as well as for overall word processing functions. Word processing demands exceed the number of available personal computers. During this fiscal year, three new advisors (replacing recent retirees) will be hired. It is projected that they will bring with them additional computer expertise and needs.

The Federally funded Expanded Food and Nutrition Education Program (EFNEP) is being redirected from individualized family nutrition education to training agency staff who work with low income families. A grant from Office of Refugee Resettlement (ORR) funds a person to work with refugee families on health, parenting, and consumer practices. Additional staff time has been devoted to the Targeted Assistance Program and developing a Countywide Refugee Resource Directory.

Continued demands for services upon the Cooperative Extension will result in the devotion of staff time to agricultural and County land-use issues, immigration reform, water and air quality, pesticide use, bio-energy technology, and the Superconducting Super Collider (SSC) project.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To continue providing training for all clerical staff in the use of computers. To convert our mailing lists and recordkeeping systems to on-line computer programs.	1. Provided extensive computer training to clerical staff through County and University of California resources. Adapted farm advisor procedures to allow computer processing by clerical staff. Computerized mailing lists and recordkeeping systems.
2. To develop among consumers and agriculturists an understanding of the agricultural production cycle and the importance of balancing agricultural production, nutritional needs, food consumed, and food preferred in determining what should be produced.	2. Helped producers understand and comply with production/marketing regulations and laws. Showed farmers how to reduce their operating costs. Tested new varieties and production practices needed to develop market opportunities. Worked with farm groups to present educational meetings and workshops about agricultural production to schools and consumer groups.
3. To collaborate with University Committee on developing guidelines and policy procedures manual for Cooperative Extension Advisors pertaining to pesticide recommendations.	3. Helped to develop and implement a Statewide farm advisor pesticide recommendations manual. Provided guidelines in the manual for making specific written recommendations.
4. To formalize and implement a training program for all 4-H volunteer leaders in compliance with University policies and procedures.	4. Developed a 4-H volunteer training program, manual, and video tape. Trained one-half of 620 volunteer adult 4-H leaders throughout the County to date.

BUDGET UNIT: 615 UNIVERSITY OF CALIFORNIA - COOPERATIVE EXTENSION
DEPARTMENT: COOPERATIVE EXTENSION
FUNCTION: EDUCATION
RESPONSIBLE MANAGER: GARY W. JOHNSTON

1987-88 OBJECTIVES

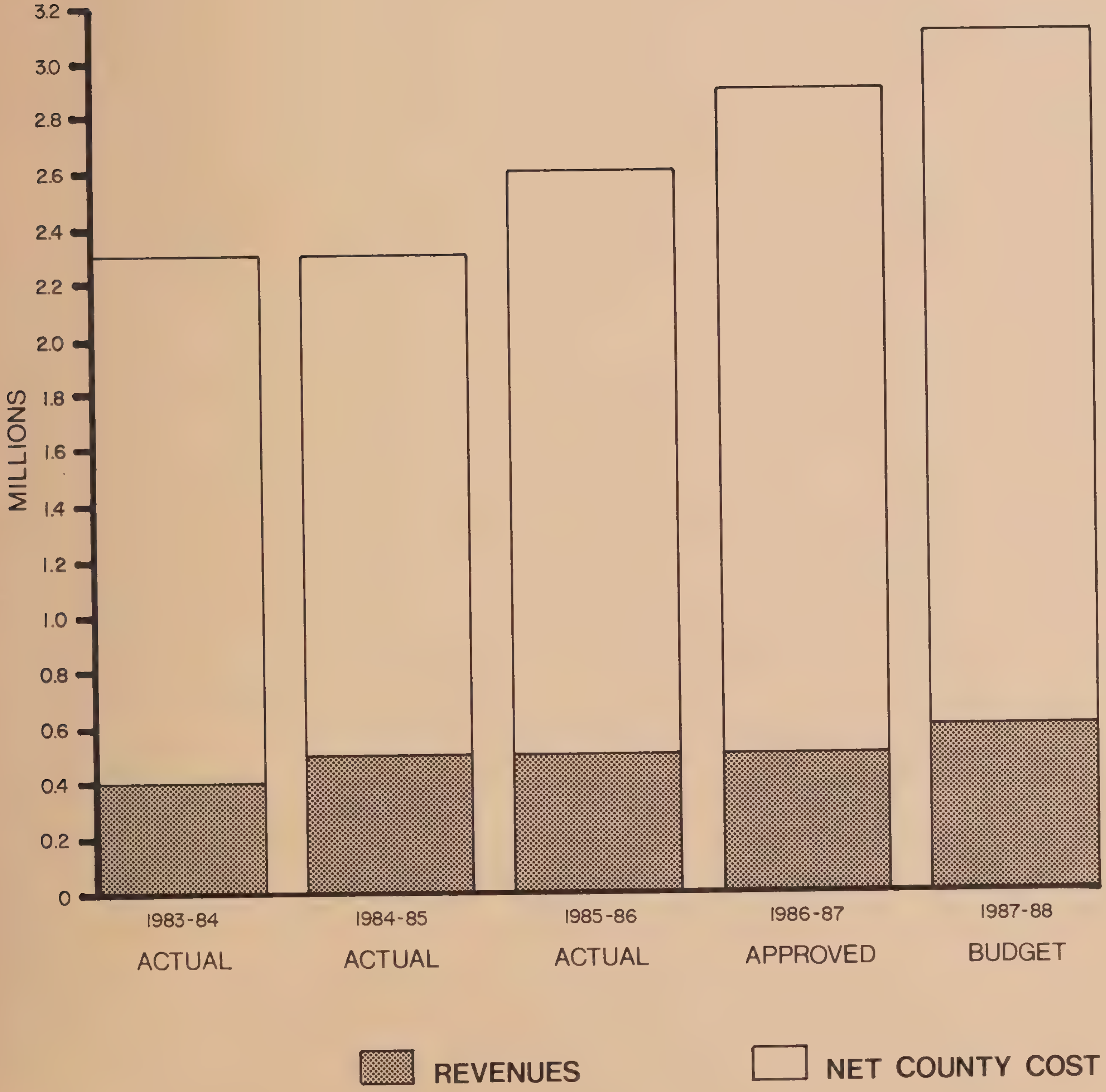
1. To hire, orient, and train three academic advisors to replace the retired viticulture, 4-H, and home economics advisors.
2. To provide Expanded Food and Nutrition Education Program training to agency staff who work with low-income families.
3. To enhance the competitiveness and profitability of San Joaquin County agriculture through adaptive research and educational programs.
4. To develop educational and outreach programs for Southeast Asian refugees.

CONCURRENCE

Mr. Gary W. Johnston, County Director-Cooperative Extension, agrees with the budget as proposed for 1987-88.

Parks and Recreation

CHANGE IN PROGRAM EXPENDITURES



Parks and Recreation

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
° 70200-Recreation	$ 115,831	$ 115,831	$ 115,831	$ 0
° 70300-Parks & Recreation	2,630,725	2,690,421	2,690,421	59,696
° 70302-Litter Control	85,463	186,118	186,118	100,655
° 70800-Cultural Services	24,750	57,000	30,750	6,000
° 70900-Historical Society	222,479	209,788	209,788	(12,691)
SUB-TOTAL	$ 3,079,248	$ 3,259,158	$ 3,232,908	$ 153,660
Less: Intra-County Transactions	(155,000)	(161,352)	(161,352)	(6,352)
TOTAL - PARKS & RECREATION	$ 2,924,248	$ 3,097,806	$ 3,071,556	$ 147,308

BUDGET UNIT: **702 RECREATION**
DEPARTMENT: **PARKS & RECREATION**
FUNCTION: **PARKS & RECREATION**

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 108,478	$ 115,831	$ 115,831	$ 115,831	$ 0
TOTAL APPROP	$ 108,478	$ 115,831	$ 115,831	$ 115,831	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 108,478	$ 115,831	$ 115,831	$ 115,831	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

Education Code Section 10902 permits the Board of Supervisors to promote community recreation programs. The level of service is discretionary.

PURPOSE

Provides for the contribution of funds by the County to the various cities and school districts within the County to assist them in providing recreation programs.

PROGRAM DISCUSSION OF 1986-87 BUDGET

The financial support given to agencies providing recreational activity programs has been maintained at the same general level for the past nine years. Beginning in 1978-79, the approved funding level was set at approximately half the expenditure level experienced prior to the passage of Proposition 13. In each fiscal year, the discretionary contribution of funds to the respective agencies has been contingent upon the availability of County funds.

In 1981-82 and years prior to that, Stockton Police Youth Activities, Inc. received a contribution for its recreational activity programs. Stockton Police Youth Activities, Inc. submitted a request and received renewed funding in 1986-87 in the amount of $5,000. Ongoing activities include Police Youth Boxing Club, Sea Scouts, Honesty Drum and Bell and Baton Groups, girls basketball, and girls softball.

The allocation of the recreation contribution for 1986-87 was as follows:

City of Lodi	$ 18,115
Escalon Recreation Commission	2,750
Ripon Recreation Commission	2,489
Manteca Metropolitan Recreation Commission	13,875
Lodi Unified School District	650
Tracy Recreation Commission	10,893
Lincoln Unified School District	10,945
Linden Unified Recreation District	2,502
Oak View Union School District	353
New Hope School District	278
Galt Recreation Commission	2,000
Stockton Metropolitan Recreation Commission	45,981
Stockton Police Youth Activities	5,000
Total	$115,831

BUDGET UNIT: 703 PARKS & RECREATION
DIVISION: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 1,671,419	$ 1,890,827	$ 1,965,834	$ 1,965,834	$ 75,007
• Svcs/Supplies	667,345	783,959	834,903	834,903	50,944
• Other Charges	34,958	7,000	4,000	4,000	(3,000)
• Fixed Assets	71,848	30,900	29,125	29,125	(1,775)
• Operating Trans	0	32,260	5,000	5,000	(27,260)
Total Expend	$ 2,445,570	$ 2,744,946	$ 2,838,862	$ 2,838,862	$ 93,916
• Intrafund Trans	(88,219)	(114,221)	(148,441)	(148,441)	(34,220)
TOTAL APPROP	$ 2,357,351	$ 2,630,725	$ 2,690,421	$ 2,690,421	$ 59,696
Earned Revenue By Source					
• Charges for Svcs	$ 620,653	$ 657,800	$ 765,152	$ 765,152	$107,352
• Other Revenue	8,723	6,400	10,500	10,500	4,100
TOTAL REVENUE	$ 629,376	$ 664,200	$ 775,652	$ 775,652	$111,452
NET COUNTY COST					
• Discretionary	$ 1,727,975	$ 1,966,525	$ 1,914,769	$ 1,914,769	$(51,756)
ALLOCATED POSITIONS	56.0	55.0	55.0	55.0	0.0
TEMPORARY (FTE)*	16.4	18.8	23.5	23.5	4.7
TOTAL STAFFING	72.4	73.8	78.5	78.5	4.7

*Full-time equivalent

MANDATE

In general, State law and County ordinance do not mandate a specific level of parks and recreation services. However, any County parks developed, all or in part, with State or Federal funds, must be maintained for public recreation services for the life of the improvements. In addition, any land acquired with State or Federal funds for park purposes, must be retained as a park, or an equivalent parcel of land must be provided to replace it. The level of service, unless specified by agreement, is left to the discretion of the County.

PURPOSE

Plans, develops, operates, and maintains a system of regional parks throughout the County; maintains grounds at County-owned facilities; administers the General Relief Employables and Alternative Work Programs.

BUDGET UNIT: 703 PARKS & RECREATION
DIVISION: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

WORKLOAD DATA

	--------Actual---------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
TOTAL PARK VISITORS	673,164	641,264	943,091	979,189	1,271,000
Oak Grove Regional Park	48,514	92,384	239,888	243,033	329,000
Micke Grove Park	227,995	395,598	516,302	518,189	650,000
Van Assen Park	29,508	47,245	62,990	46,435	56,000
Stillman Magee Park	6,814	18,053	26,728	21,664	31,000
Westgate Landing	7,543	15,004	18,597	21,606	26,000
Dos Reis Park	6,768	18,131	25,493	26,109	35,000
Mossdale Crossing	31,484	39,749	41,262	47,239	58,000
Durham Ferry Park	1,707	15,100	11,833	21,744	25,000
Regional Sports Complex	0	0	0	33,570	63,000
Visitors Per Employee	5,378	9,866	16,841	17,803	23,109
General Fund Cost/Visitor	$3.01	$1.45	$1.81	$1.98	$1.47

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

SALARIES & EMPLOYEE BENEFITS

$75,007 increase ($1,890,827 to $1,965,834)

- $56,839 - Normal salary adjustments.
- $69,166 - Increase in extra-help and new OASDI costs.
- ($56,231) - Decrease due to deletion of Director position in 1986-87.
- $12,369 - New cost of contract Nature Center Coordinator position (.5 FTE).
- ($1,600) - Reduction in Overtime from better staffing.
- ($5,999) - Reduction in holiday pay through use of holiday accrual and temporary help.

SERVICES & SUPPLIES

$50,944 increase ($783,959 to $834,903)

- $35,000 - A number of small increases in operating costs resulting from increased park usage and increased costs of supplies.
- $36,075 - Increase in utilities rates.
- ($22,017) - Eliminated seven landscape maintenance contracts.
- ($9,800) - Reduced need for tree-trimming.
- ($3,600) - Lower cost of swimming pool agreement.
- $7,500 - New cost of marketing and promotional services.
- $16,730 - New cost of architectural, engineering, and veterinary services.
- $4,198 - New cost for promotion of special events.
- ($4,080) - Purchase of initial uniforms completed in 1986-87.

OTHER CHARGES

$3,000 decrease ($7,000 to $4,000)

- ($3,000) - Decrease as taxes assessed by other agencies are not due in FY 1987-88.

FIXED ASSETS

$1,775 decrease ($30,900 to $29,125)

Major items include:

- $10,000 - Replacement of lawn mower.
- $9,100 - Replacement of utility vehicle.
- $3,500 - Replacement of two portable radios.

BUDGET UNIT: 703 PARKS & RECREATION
DIVISION: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

SUMMARY OF MAJOR BUDGET CHANGES

INTRAFUND TRANSFERS
$34,220 increase ($114,221 to $148,441)

- $41,153 - Increase in services to Litter Control, and Community Work Program consolidation.
- ($3,323) - Decrease in charges to Mental Health Facility because of project completion.
- ($4,689) - Adjustment in Auditor's Cost Allocation Plan.

OPERATING TRANSFERS OUT
$27,260 decrease ($32,260 to $5,000)

- ($27,260) - Decrease possible if the measures pass to increase Proposition 4 Limitations at County Service Areas 8 and 11.

REVENUES
$111,452 increase ($664,200 to $775,652)

- $30,600 - Reflects fees from increased usage of park system.
- $51,250 - Based on six months' actual fees at Micke Grove Zoo.
- $13,000 - Increase in services to County Service Areas.
- $6,352 - Increase in grounds maintenance services to Enterprise Fund.
- $4,100 - Increased cost of part-time zoo positions reimbursed by Zoological Society.

NET COUNTY COST
$51,756 decrease ($1,966,525 to $1,914,769)

PROGRAM DISCUSSION OF 1987-88 BUDGET

On October 7, 1986, the Department of Parks and Recreation became a Division of the General Services Department. In conjunction with this merger, reorganization of the administrative structure resulted in the deletion of the position of Director of Parks and Recreation and a savings of approximately $43,250 for the remainder of the year. The position of Parks Services Administrator assumed the responsibility for ongoing operations of the Parks and Recreation Division, and the Parks Operations Administrator assumed more independent policy, personnel, and administrative responsibility for park maintenance activities. Both positions were granted salary increases at a first year increased cost of approximately $4,680. The net savings realized from the reorganization was $38,570 ($43,250-$4,680). Parks and Recreation philosophy will continue to be visitor-oriented, while maintaining a cost-containment program by increasing revenues and monitoring expenditure levels.

The Parks and Recreation Division delivers regional park services and activities relating to property management, maintenance, interpretive programs, law enforcement, and recreational programming. Property management encompasses the control of 974 acres within the parks system including recreational buildings, picnic shelters, swimming pools, a zoo, floral displays, leases, contracts, and concessions. Maintenance activities include the care and repair of all landscape and site improvements within the parks system, as well as grounds maintenance at the General Hospital, Courthouse, and other County buildings. The Division of Parks and Recreation also plans for the development of parks under its control. Although the primary role of the Division is the provision of regional recreational facilities, it also manages twelve neighborhood and community parks on the urban fringes of Stockton and Manteca. Eight County Service Areas are also managed by the Division. The Parks and Recreation Commission, appointed by the Board of Supervisors, advises the Division and the Board on matters of public concern in the area of leisure services.

COST REVIEW

The financial demands of mandated services require that the County consider ways to reduce the impact on the General Fund. The Division of Parks and Recreation has reduced its General Fund requirements by $51,756 in FY 1987-88. Major factors in this reduction are:

BUDGET UNIT: 703 PARKS & RECREATION
DIVISION: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

- Reducing the County's contribution to County Service Areas 8 & 11 by $27,260. This is discussed as a Policy Issue.

- Elimination of several Landscape Maintenance contracts ($22,017).

- Anticipated revenue increase of $111,452.

An increase of $61,464 in Extra-Help funds is recommended ($189,844 to $251,308) to provide park staffing during peak usage periods. An increase of only 36,098 in visitors to the park system was experienced in 1986-87. However, this is attributed to high water in two parks early in the year and an increase of close to 292,000 is projected for 1987-88. Increased public use of the park areas creates a demand for more maintenance of grounds, restrooms, and other facilities. The use of extra-help is recommended because of the seasonal nature of the workload. The recommended level of funding would provide 4.2 additional FTE positions (18.8 to 23).

A new contract position of Nature Center Coordinator is recommended at a cost of $12,369 for 1,040 hours (.5 FTE) to develop Nature Center programs and coordinate the work of docents. The Nature Center was built in 1979 but has never been fully utilized because of lack of staff. While there will be no direct recovery of the costs of this position, development of a Nature Center program has the potential for increasing park attendance, thus generating additional gate revenues.

These increases are partially offset by the decrease resulting from deletion of the position of Director of Parks and Recreation ($56,231) and reduction of holiday pay ($5,999) and overtime funding ($1,600).

An increase of $50,944 is requested for Services and Supplies ($783,959 to $834,903). This is due to a number of minor increases in ongoing operating costs that total approximately $35,000, an increase of $36,075 ($208,382 to $244,457) in utilities' costs because of a rate increase combined with the expanded use of the sports complex, promotional costs of $11,698, and $16,730 for contracting for architectural, engineering, and veterinary services. These increases are offset by a savings of $22,017 from eliminating landscape maintenance contracts and using County personnel instead, $9,800 in reduced swimming pool maintenance costs, and $3,600 in reduced needs for tree-trimming services.

Fixed Assets are requested at a total cost of $29,125, as follows:

- Riding Mower ($10,000) to replace a unit that is unreliable, having, since 1982, cost $6,440 in parts, 190 hours of labor to repair, and 496 hours of down-time.
- Park Utility Vehicle ($9,100) to replace a unit that is 19 years old and that has numerous mechanical and safety problems. It is generally unreliable having been down for repairs 40% of the time in the past year.
- Radio-Motorola ($5,500) to replace two units, over ten years and eight years old, that are inoperable, needing repairs 25% of the time.
- Mechanical Slit-Type Over Seeder ($3,500) to continually repair the playing areas at the Regional Sports Complex. This is a basic tool needed to maintain tournament class facilities. The Division does not have this type of equipment in its inventory at the present.
- Platform Hand Truck ($320) to haul 50-lb. sacks of food and other heavy material throughout the zoo complex.
- Beam Scale ($430) to weigh animals in the zoo collection. Accurate charting of weight is essential for proper care of the animals.
- Computer work station ($275) to replace makeshift folding table now being used.

BUDGET UNIT: 703 **PARKS & RECREATION**
DIVISION: **PARKS & RECREATION**
FUNCTION: **PARKS & RECREATION**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

PROGRAM DISCUSSION OF 1987-88 BUDGET

As was proposed in the 1986-87 Budget hearings, a mailed ballot election will be held in June to increase the Proposition 4 limit for Taft and Larch Clover Service Areas. If the election is successful, the County will no longer contribute General Fund money to County Service Areas.

In a further effort to contain or reduce costs, the Division will, in 1987-88, investigate the possibility of creating County Service Areas for each of the five community parks. These parks, Kennedy, West Jackson, Gianone, Eastside, and Woodbridge, have a combined request of $154,464 for Fiscal Year 1987-88. If County Service Areas could be created for these parks, the General Fund Contribution for operational expenditures could be eliminated. It would also eliminate the inequity created by supporting these five community parks, but not supporting Boggs Tract, Madison, Garden Acres, Lathrop, Raymus, Taft, and Larch Clover Service Areas.

The projected support of County park facilities for 1987-88 is detailed by revenue source as follows:

	General Fund	Other Revenue	Total Cost
Regional Parks			
Dos Reis	$ 55,376	$ 32,500	$ 87,876
Durham Ferry	154,060	17,500	171,560
Mossdale	52,585	18,700	71,285
Harmony Grove	9,525	1,000	10,525
Van Assen	16,225	19,000	35,225
Stillman Magee	26,127	4,500	30,627
Micke Grove	271,398	205,000	476,398
Woodbridge	15,984	0	15,984
Westgate Landing	34,820	10,000	44,820
Oak Grove	231,911	81,500	313,411
Micke Grove Zoo	210,795	110,500	321,295
Regional Sports Complex	41,257	40,000	81,257
Total Regional Parks	$1,120,063	$ 540,200	$1,660,263
Community Parks			
Eastside	$ 36,748	$ 0	$ 36,748
Gianone	24,062	0	24,062
Kennedy	72,387	0	72,387
West Jackson	13,572	0	13,572
Woodbridge	7,695	0	7,695
Total Community Parks	$ 154,464	$ 0	$ 154,464
County Service Areas			
Boggs Tract - #1	$ 0	$ 8,793	$ 8,793
Madison - #2	0	10,081	10,081
Garden Acres - #3	0	12,804	12,804
Lathrop - #4	0	9,272	9,272
Raymus - #5	0	6,912	6,912
Taft - #8	3,200	10,366	13,566
Larch Clover - #11	1,800	6,772	8,572
Total County Service Areas	$ 5,000	$ 65,000	$ 70,000
Total Parks & Facilities	$1,279,527	$ 605,200	$1,884,727

Services provided by Parks and Recreation that are not related to park sites, primarily grounds maintenance, are projected for 1987-88 as follows:

BUDGET UNIT:	**703 PARKS & RECREATION**
DIVISION:	**PARKS & RECREATION**
FUNCTION:	**PARKS & RECREATION**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

PROGRAM DISCUSSION OF 1987-1988 BUDGET

Non-Parks	General Fund	Other Revenue	Total Cost
Hospital (Enterprise)	$ 0	$ 161,352	$ 161,352
SJC Courthouse	44,077	0	44,077
Hazelton Complex	35,790	0	35,790
Manteca Courthouse	15,003	0	15,003
Tracy Courthouse	15,461	0	15,461
County Jail/Morgue	13,634	0	13,634
Juvenile Justice Center	35,807	0	35,807
Mental Health	0	37,674	37,674
Mary Graham Children's Shelter	0	6,768	6,768
Palm Island	0	3,887	3,887
Raymus Traffic Island	0	780	780
Agriculture Extension	6,807	0	6,807
Community Work Program	5,688	0	5,688
Litter Control Program	0	69,616	69,616
Alternative Work Program	5,171	0	5,171
Total Non-Parks	$ 177,438	$ 280,077	$ 457,515

The Division's recommended budget for 1987-88 is functionally summarized as follows:

	General Fund	Other Revenue	Total Cost
Parks & Facilities	$1,279,527	$ 605,200	$1,884,727
Non-Parks	177,438	280,077	457,515
Market & Promotion	65,900	0	65,900
Planning	64,889	30,000	94,889
Administration	327,015	8,816	335,831
Total	$1,914,769	$ 924,093	$2,838,862

GRANTS AND CAPITAL CONSTRUCTION

In 1986-87, the Division was awarded over $960,000 in grant funds for capital development. During 1987-88, the Division anticipates the start and completion of projects at Durham Ferry State Recreation Area ($346,000) and Westgate Landing ($93,000). In addition, the development of soccer facilities at the Regional Sports Complex ($300,000) should be completed by the fall of 1987 with league play to begin in the spring of 1988. Projects scheduled to be completed in Fiscal Year 1986-87 include the Snack Bar remodeling and picnic shelter expansion at Oak Grove Regional Park and the remodeling of two restrooms at Micke Grove Park.

REVENUES

Again, in Fiscal Year 1987-88, the major source of revenues will be generated through parking fee collections at the Regional Parks. The anticipated construction projects at Durham Ferry State Recreation Area and Westgate Landing may impact revenues. At these two sites, losses may occur during the beginning of Fiscal Year 1987-88, but should be offset by revenues collected during the late winter and spring.

Zoo admission fees implemented in January of 1987 have, in the first six months, generated $50,000. An estimated $100,000 will be realized from this source in 1987-88.

In April 1987, the County officially opened the softball facility at the Regional Sports Complex. As established by agreement between the City of Stockton and the County, the City pays the County for each scheduled game. In addition, the County receives revenues from a concessionaire at the site. Estimated revenues for FY 1986-87 are $6,000. When the facility is completely scheduled with leagues and tournament play, revenues should be approximately $40,000 annually.

BUDGET UNIT: 703 PARKS & RECREATION
DIVISION: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

The development of the soccer facilities at the Regional Sports Complex has increased anticipated expenditures for FY 1987-88. Upon completion, the soccer facility expenditures will be offset by user fees and concession revenues; however, these revenues may not be realized until FY 1988-89. It is the Division's goal that the Regional Sports Complex will be self-sufficient once it is fully operational.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To increase regional parks visitation by 100,000 to 875,000.	1. Projected attendance for FY 1986-87 is 980,000.
2. To begin construction of the following projects: Regional Sports Complex Soccer Facilities; Durham Ferry Facility Improvements; Monkey Island Renovation; Oak Grove Picnic Shelter Improvements; and Westgate Landing Campground.	2. Requested bids for Oak Grove Shelter Expansion. Rejected bids for Monkey Island. Established design contracts with consultants for Durham Ferry, Westgate Landing, and Regional Sports Soccer Facilities.
3. To continue developing existing parks by filing not less than four grant applications.	3. Submitted Grant Applications for: a. Oak Grove-1984 Bond Act. b. Dos Reis-1986 Bond Act. c. Durham Ferry-Land and Water Conservation Fund.
4. To increase park generated revenues by 20% over the 1985-86 levels.	4. Projected revenues indicate a 15% increase over 1985-86.

1987-88 OBJECTIVES

1. To increase regional park attendance to 1,250,000 visitors.
2. To complete construction projects at: Durham Ferry, Westgate Landing, and Regional Sports Complex.
3. To increase revenues 15% above the 1986-87 levels.

POLICY MATTERS

COUNTY SERVICE AREAS

Policy Issue: It is recommended that $5,000 be budgeted as an Operating Transfer Out to fund Unmet Needs for County Service Area 8 - Taft Park ($3,200) and County Service Area 11 - Larch Clover ($1,800) for Fiscal Year 1987-88.

Discussion: During the Budget hearings for FY 1986-87, Parks and Recreation staff notified the Board of Supervisors of the intention to approach the voters of both service areas and propose that the Proposition 4 limit be increased. Staff has been working on the proposed mailed ballot election with Mr. George Cunningham, Registrar of Voters. If the July 14, 1987 election is successful, the increased Proposition 4 limits will become effective on August 15, 1987. Therefore, the department has allocated funds for County Service Areas 8 and 11 for the period of July 1 to August 15, 1987.

BUDGET UNIT: **703 PARKS & RECREATION**
DIVISION: **PARKS & RECREATION**
FUNCTION: **PARKS & RECREATION**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

1987-88 OBJECTIVES

FISCAL IMPACT

Net County Cost: The costs to operate the Service Areas between July 1 and August 15, 1987 are included in the Department's Proposed FY 1987-88 Budget. Should the election fail, the Department may request that the Board of Supervisors determine the future of County Service Areas 8 and 11.

CONCURRENCE

Mr. James F. Leonard, Parks and Recreation Director, agrees with the Budget as proposed for 1987-88.

BUDGET UNIT: **70302 LITTER CONTROL PROGRAM**
DEPARTMENT: **PARKS & RECREATION**
FUNCTION: **PARKS AND RECREATION**
RESPONSIBLE MANAGER: **JAMES F. LEONARD**

	1985-86	1986-87	1987-88		
Fund: General	Actual	Approved	Requested	Recommended	Inc./Dec.
Expenditures					
• Sal/Benefits	$ 21,687	$ 23,547	$ 52,171	$ 52,171	$ 28,624
• Svcs/Supplies	46,737	59,616	126,447	126,447	66,831
• Fixed Assets	0	2,300	7,500	7,500	5,200
TOTAL APPROP	$ 68,424	$ 85,463	$ 186,118	$ 186,118	$100,655
Earned Revenue By Source					
TOTAL REVENUE	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 68,424	$ 85,463	$ 186,118	$ 186,118	$100,655
TEMPORARY (FTE)*	1.0	1.0	2.6	2.6	1.6

*Full-time equivalent

MANDATE

The services provided through the Litter Control Program are not mandated. They are authorized by the Board of Supervisors and managed by the Division of Parks and Recreation. The level of service is discretionary and is dictated by the number of participants in the program.

PURPOSE

The purpose of the budget unit is to provide funds for supervision, transportation, materials, and supplies required to operate the Litter Control Program.

General Relief recipients are required to reimburse the County for the payments they receive. The Litter Control Program provides the recipients an opportunity to reimburse the County in the form of public service rather than cash.

WORKLOAD DATA

Litter Control Program participants perform a multitude of tasks at a variety of County facilities. Participants assist in maintaining parks, picking up litter on County roads, clearing drainage ditches, washing motor pool cars, and other related tasks.

	---------Actual----------			Est./ Act.	Proj.
	83-84	84-85	85-86	86-87	87-88
Hours of Labor	69,171	63,999	73,200	95,519	167,519
General Relief - Offset Value	$231,723	$214,397	$345,220	$320,395	$320,395
County Roads - Miles	N/A	N/A	N/A	500	500

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

BUDGET UNIT:	**70302 LITTER CONTROL PROGRAM**
DEPARTMENT:	**PARKS & RECREATION**
FUNCTION:	**PARKS & RECREATION**
RESPONSIBLE MANAGER:	**JAMES F. LEONARD**

SUMMARY OF MAJOR BUDGET CHANGES

SALARIES & EMPLOYEE BENEFITS
$28,624 increase ($23,547 to $52,171)

- $7,514 - New extra-help position to provide supervision for the Community Work Program.
- $22,317 - New Contract Transportation Worker to provide additional supervision and transportation for program expansion.

SERVICES AND SUPPLIES
$66,831 increase ($59,616 to $126,447)

- $1,020 - Increased costs of replacement batteries for existing radios and back-up batteries for new radios; new cost to install radios in buses.
- $21,000 - Increased Motor Pool costs for additional bus to transport program participants and a car for unit supervisor to coordinate all three programs and transport injured or sick program participants.
- $40,464 - Increase in Professional and Special Services to cover the cost of the Parks and Recreation Division's Administrative Assistant who will supervise the three work programs; to pay for DMV physicals for new employees; and to cover normal salary adjustment of Park Worker II assigned to program in prior year.
- $1,552 - Increased costs of trash bags and other program supplies due to increase in number of program participants.
- $1,025 - Additional tools to equip increased number of program participants.

PROGRAM DISCUSSION OF 1987-88 BUDGET

In FY 1986-87, the Litter Control budget unit consisted of the Litter Control Program only. The FY 1987-88 budget proposal recommends the consolidation of the Litter Control Program (LCP), Alternate Work Program (AWP), and the Community Work Program (CWP), all under the Litter Control budget unit.

The LCP has been operated by the Division of Parks and Recreation for approximately five years. The participants in the program are General Relief recipients who are placed on the program by the Human Services Department. General Relief recipients are required to reimburse the County for the payments they receive. The LCP provides the opportunity to reimburse the County in the form of public service rather than cash.

AWP participants are referred to the Division of Parks and Recreation by the Sheriff's Office. The program provides public service alternatives to incarceration in the County Jail for individuals convicted of minor offenses.

CWP participants are inmates at the County Jail. By performing public service work, the inmate's jail sentence is reduced one day for each day of participation in the program. Currently, the Division of Parks and Recreation manages the LCP and assists the Human Services and Sheriff's Departments in managing the AWP and CWP. The Division of Parks and Recreation provides the following services for the three programs:

1. Coordinates worksite locations
2. Provides transportation
3. Provides supervision
4. Provides materials, supplies, and tools

Most of the services provided for the LCP by the Division of Parks and Recreation are charged to the Litter Control budget unit. However, the services provided for the Alternate and Community Work programs are presently absorbed by the Parks and Recreation budget.

BUDGET UNIT: 70302 LITTER CONTROL PROGRAM
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88 BUDGET

Existing resources for the three programs are as follows:

Supervision and Management

- 1 Park Worker II funded by the Division of Parks and Recreation and charged to Budget Unit 070302, Litter Control.
- 1 Transportation Worker on contract to Budget Unit 070302, Litter Control.
- 2 extra-help positions funded by the Division of Parks and Recreation for the Alternate and Community Work Programs.
- In addition, a Park Manager and Park Ranger III share in the responsibility of managing the three programs. These costs are presently absorbed within the Parks and Recreation budget.

Transportation

- 1 forty-passenger bus.
- 1 twenty-passenger bus.
- 1 forty-passenger bus; funds to purchase this new bus in FY 1986-87 are budgeted. However, the bus will not be delivered until August of 1987.

Currently the LCP operates four days each week, Monday through Thursday. The Alternate and Community Work Programs are operated two days a week, Saturdays and Sundays. Participants in all three programs provide unskilled labor to perform a variety of tasks for several County departments. The majority of the labor provided has been for litter and weed abatement for County highways and parks. However, program participants routinely perform a variety of other maintenance tasks such as hand mowing and trimming, gardening, washing park equipment and motor pool cars, cleaning parking lots, painting park restrooms, and doing general building maintenance. In addition to maintenance tasks, AWP participants have assisted the Division of Parks and Recreation with traffic control for special events in the parks.

Program Benefits and Costs: 1986-87

The costs to operate the three Work Programs are as follows:

Litter Control Program	$ 98,442*
Alternate Work Program	19,047
Community Work Program	18,694
Total Costs	$136,183

*Includes $12,979 in Division of Parks and Recreation overhead costs not cost applied to the Litter Control budget unit.

The benefit to the County which is common to all three work programs is the value of the labor performed by the work program participants. The value is computed at the minimum wage rate of $3.35 an hour times the number of hours worked. Current benefits for labor are as follows:

Litter Control Program:	
2,290 participants, 95,519 labor hours	$319,989
Alternate Work Program:	
2,000 participant days,** 16,000 labor hours	53,600
Community Work Program:	
2,000 participant days,** 16,000 labor hours	53,600
Total Value of Labor	$427,189

**Twenty participants per day; one hundred days of operation.

BUDGET UNIT: 70302 LITTER CONTROL PROGRAM
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION OF 1987-88

Hours of labor represent the primary savings to the County for the Litter Control Program in that the work performed is necessary to County operations. Without the programs, the County would have to pay cash for this labor. However, in addition to labor, both the Alternate and Community Work Programs generate additional financial benefits to the County by reducing prisoner-day costs. The Sheriff's Office indicates that it costs $21.19 a day to house an inmate at the County Jail. AWP participants do not serve time in jail and CWP participants have their sentences reduced one day for each day served on the program. In 1986-87, cost savings from prisoner-day reductions were as follows:

Alternate Work Program:	
2,000 prisoner days reduced @ $21.19/day	$42,380
Community Work Program:	
2,000 prisoner days reduced @ $21.19/day	42,380
Total Value Prisoner Day Reduction	$84,760

These figures indicate that our current method of operation costs $136,183. Financial benefits to the County total $511,949 (labor cost savings of $427,189 + prisoner-day reduction savings of $84,260). Benefits exceed costs by $375,766.

Proposed Program Changes

The FY 1987-88 budget proposes a consolidation of the three work programs under the Litter Control budget unit and the expansion of the Alternate and Community Work Programs. In order to consolidate and expand the programs, additional supervision and transportation are requested.

Additional supervision will be provided by adding one Contract Transportation Worker ($22,317) and one extra-help position ($7,514). Coordination of the programs will be accomplished by re-assigning the Administrative Assistant from the Division of Parks and Recreation to manage the programs. The Administrative Assistant's time ($37,931) will be charged to the Litter Control budget unit.

Additional transportation will be provided by the purchase, in FY 1986-87, of a forty-passenger bus. Also, one Department of Parks and Recreation staff car will be re-assigned to the Litter Control budget unit for use by the Administrative Assistant.

The FY 1987-88 budget request reflects the above increases for additional management, supervision and transportation costs which, when combined, total $49,935 ($186,118-$136,183).

Providing the additional resources requested in the budget proposal will allow the Alternate Work Program to increase the number of participants each week from twenty a day, two days a week, to forty a day, two days a week. The Community Work Program could be expanded from twenty participants a day, two days a week, to twenty participants a day, five days a week. The Litter Control Program is not expected to expand in terms of number of participants or days of operation. However, providing full-time management will improve the overall productivity of the program by increasing the number of worksites and coordinating the existing workload.

Benefits and Costs: Proposed Budget

Implementing the budget as proposed will result in the following program benefits and costs.

BUDGET UNIT: 70302 LITTER CONTROL PROGRAM
DEPARTMENT: PARKS & RECREATION
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: JAMES F. LEONARD

PROGRAM DISCUSSION FOR 1987-88 BUDGET

Cost to operate all three programs as proposed in the FY 1987-88 budget.	$186,118

Benefits

Litter Control Program:	
2,920 participants, 95,519 labor hours	$319,989
Alternate Work Program:	
4,000 participant days,* 32,000 labor hours	107,200
4,000 prisoner-days reduced @ $21.19/day	84,760
Community Work Program:	
5,000 participant days,** 40,000 labor hours	134,000
5,000 prisoner-days reduced @ $21.19/day	105,950
	$751,899

Our proposed method of operation will cost $186,118. Financial benefits to the County would total $751,899. Benefits would exceed costs by $565,781 ($751,899 less $186,118).

In summary, for $49,935 more in County cost, an additional $239,950 in benefits will be realized.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To provide a minimum of 80,000 hours of labor to County departments.	1. Provided 127,519 hours of labor to County departments.
2. To provide Litter Control for a minimum of 500 miles of County roads.	2. Provided Litter Control services for 500 miles of County roads.
3. To add four new work sites for General Relief workers within the County Park System.	3. Added three new work sites within the Park System; Woodbridge Regional Park, Woodbridge Community Park, and the Regional Sports Complex. In addition, the Human Services Office and Senior Services are now using General Relief workers.

1987-88 OBJECTIVES

1. To provide a minimum of 167,519 labor hours to public agencies.

2. To provide Litter Control for a minimum of 500 miles of County roads.

3. To reduce prisoner-days by a minimum of 9,000.

4. To offset General Relief payments by a minimum of $319,989.

5. To reduce prisoner-day costs by a minimum of $190,710.

6. To add four new work sites.

CONCURRENCE

Mr. James F. Leonard, Director of Parks and Recreation, agrees with the budget as proposed for 1987-88.

BUDGET UNIT: 708 CULTURAL SERVICES
DEPARTMENT: CULTURAL SERVICES
FUNCTION: PARKS & RECREATION

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 24,750	$ 24,750	$ 57,000	$ 30,750	$ 6,000
TOTAL APPROP	$ 24,750	$ 24,750	$ 57,000	$ 30,750	$ 6,000
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 24,750	$ 24,750	$ 57,000	$ 30,750	$ 6,000
TOTAL STAFFING	0	0	0	0	0

MANDATE

The Cultural Services budget is not mandated. The level of service is discretionary.

PURPOSE

Provides for the contribution of funds to organizations within the County which provide cultural services in such areas as fine and performing arts as well as the documentation of California history.

PROGRAM DISCUSSION OF 1986-87 BUDGET

The contribution for 1987-88 includes $24,750 to the Haggin Museum for the collection of artistically and historically significant objects in the fields of fine arts and California history. In addition, $6,000 is included for the San Joaquin County Arts Council.

Haggin Museum

Since 1979-80, the Haggin Museum has received an annual contribution from San Joaquin County. The Museum's operating budget has grown from $162,968 in 1979 (with a County contribution of $21,250), to $401,136 in 1986 (with a County contribution of $24,750). For calendar year 1987, the operating budget is projected to be $452,019 with a requested contribution of $27,000. In view of the financial demands on the County of providing mandated services in 1987-88, the contribution to the Haggin Museum is recommended to be maintained at $24,750.

Recent activities of the Haggin Museum include the completion of plans and preliminary design of a history galleries complex. The older portion of the facilities have been insulated and equipped with heating and humidification equipment. Significant work was accomplished on the Museum's painting catalog and the Industrial Archives.

Arts Council

The San Joaquin County Arts Council presented a request for funding in the amount of $30,000 to support various art resources in the County. The Board of Supervisors, in February of 1987, preliminarily authorized $6,000 as the local match for the Arts Council's 1987-88 program year.

Recent activities of the Arts Council have included sponsorship of activities at the Cinco de Mayo Festival held at the Stockton Fairgrounds. Painting, print-making, and ceramic workshops were scheduled as part of that event. An additional undertaking of the Arts Council will be the maintenance and supervision of the San Joaquin County display case in the State Capitol.

BUDGET UNIT: 709 HISTORICAL SOCIETY
DEPARTMENT: CULTURAL SERVICES
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: MICHAEL BENNETT

Fund: General	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
• Other Charges	$ 177,060	$ 222,479	$ 209,788	$ 209,788	$(12,691)
TOTAL APPROP	$ 177,060	$ 222,479	$ 209,788	$ 209,788	$(12,691)
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
• Discretionary	$ 177,060	$ 222,479	$ 209,788	$ 209,788	$(12,691)
TOTAL STAFFING	0	0	0	0	0

MANDATE

The operation of a County Museum is not mandated. Level of service is discretionary.

PURPOSE

Provides funds to the San Joaquin County Historical Society for the operation of the County Museum, which is also the official depository for County archives.

WORKLOAD DATA

The Historical Society maintains and operates the County Museum which is open to visitors for approximately 2,900 hours (362 days) each year. In addition to the numbers of Regular Visitors, staff and volunteers provide services to Special Program Visitors, including school and tourism groups. Interest in the Museum programs has generated an increasing number of Volunteer Hours and Community Relation Hours, including the provision of speakers and exhibits for community groups and special events. Offsite Program Hours have been introduced by the Docent Council taking the Grandmother's Trunk Program to area schools. The square footage of total Building Area at the Museum facilities has increased as the numbers of new items processed each year have resulted in Collection Increases.

	Actual 83-84	Actual 84-85	Actual 85-86	Est./Act. 86-87	Proj. 87-88
Regular Visitors	22,941	21,977	22,724	25,000	30,000
Special Program Visitors	2,290	4,704	4,800	5,200	6,000
Volunteer Hours-Interpretive	5,000	5,280	2,919	4,000	5,000
Volunteer Hours-Technical & Service		7,238	9,649	10,250	10,500
Community Relations Hours	320	644	290	270	300
Off Site Program Hours			44	60	100
Building Area	30,000	32,000	37,240	41,240	43,240
Collection Increases	500	500	510	445	575
Research Requests		13	29	35	50

BUDGET UNIT: 709 HISTORICAL SOCIETY
DEPARTMENT: CULTURAL SERVICES
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: MICHAEL BENNETT

SUMMARY OF MAJOR BUDGET CHANGES

The following are highlights of the major budget changes (increases/decreases) between the 1986-87 Approved budget and the 1987-88 Recommended amounts:

OTHER CHARGES

$12,691 decrease ($222,479 to $209,788)

- ($14,820) - Decrease in Salaries and Benefits due to a County contribution for retirement not being funded.
- ($97) - Decrease in Services and Supplies.
- $2,226 - Increase in Fixed Assets due to replacement of obsolete equipment.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The San Joaquin County Historical Museum, established by the Board of Supervisors and operated through the San Joaquin County Historical Society, is authorized to collect, conserve, protect, and exhibit those items that significantly contribute to the preservation and interpretation of the history of the territory now included in San Joaquin County. The County entered into an agreement with the Historical Society in July 1966. Since adoption of the agreement, the County and the Historical Society have constructed a museum complex which is operated by the Society pursuant to the contract with the County.

The Museum's primary focus is on the agricultural development in the County, and it is already recognized nationally and internationally as a leading agricultural history resource. Its collections and activities attest to San Joaquin County's leadership in agriculture and related industry.

Capital Expansion

Capital projects to adequately house growing collections have been emphasized over the past year. Most notable are the construction of the John Hammer Sr. Tractor Exhibit Building and the Gerald Kennedy Library. These structures will provide new high-quality housing for the agricultural equipment and library collections. Emphasis in the coming year will be on completing the Gerald Kennedy Library, Charles M. Weber Homesite exhibit, long-range planning, and the establishment of a major endowment program.

Public Access

Requests from individuals to use the Museum's facilities have increased rapidly with a widening recognition of the value of its collections. Grants have been requested to (1) provide for consultation in the area of collections, and (2) support an archivist position at the Museum for a period of two years.

Increased participation in Society committees from a broader range of County residents has improved the levels of volunteer support. The significant efforts of the Agricultural Equipment Committee has generated nearly twice the volunteer hours contributed in prior years.

Administration

During the past year, the Historical Society has pursued the development of an improved accounting system. Additional training for admin-istrative and curatorial staff has increased the quality of services provided by the Museum and Society staff.

Legislation has been introduced to allow Museum employees to participate in the County employee retirement system. Budgeting for retirement benefits will be reviewed when the legislation is enacted and the actuarial analysis is completed.

BUDGET UNIT: 709 HISTORICAL SOCIETY
DEPARTMENT: CULTURAL SERVICES
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: MICHAEL BENNETT

PROGRAM DISCUSSION OF 1987-88 BUDGET

This budget unit provides the County contribution to the Historical Society for annual operating costs of the Museum. The contribution covers in full the cost of salaries and benefits for six Historical Society employees. The annual contribution is detailed as follows:

	1986-87 Approved	1987-88 Recommended	Inc/Dec
Salaries & Benefits	$183,814	$168,994	($14,820)
Services & Supplies	33,722	33,625	(97)
Fixed Assets	4,943	7,169	2,226
Total Operating Budget	$222,479	$209,788	($12,691)

The goal of establishing a level of County financial support, somewhat lower than the existing contribution, will be addressed by the Historical Society in conjunction with County staff. This is appropriate at this time as many of the original goals for expansion of the Museum's facilities and services have been accomplished. During 1987-88, the Historical Society will develop a multi-year revenue program which will involve an expansion of outside revenue sources.

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
1. To further increase public awareness of the Historical Society and Museum program using a variety of forums throughout San Joaquin County.	1. Increased the number of timely articles appearing in the local press with the assistance of the County Public Information Officer and a Society volunteer. The Historical Society has stepped up its participation in agricultural fairs and exhibits in the County.
2. To develop additional educational programs of the Docent Council and expand the Grandmother's Trunk Program.	2. Expanded, through the Docent Council, the Grandmother's Trunk Program and took a leadership role in the development of an environment living program called "Valley Days" at the Museum.
3. To complete the Gerald D. Kennedy Library project, which will include the library, stacks room, reading room, work rooms, and major concourse.	3. Delayed the progress of the Gerald D. Kennedy Library project to replace the project architect and obtain a better designed project.
4. To complete the Charles M. Weber outdoor exhibit.	4. Completed site expansion and development for the Charles M. Weber Homesite Exhibit. Completion is slated for winter of 1987.
5. To construct a tractor shelter, of approximately 4,500 square feet, financed by donations.	5. Constructed the 4,000 sq. ft. John Hammer Sr. Tractor Exhibit Building.
6. To continue the movement of outdoor collection storage to the Museum grounds pending the construction of a permanent storage facility.	6. Completed movement of Museum collections from the Micke Grove storage yard to the Museum complex.

BUDGET UNIT: 709 HISTORICAL SOCIETY
DEPARTMENT: CULTURAL SERVICES
FUNCTION: PARKS & RECREATION
RESPONSIBLE MANAGER: MICHAEL BENNETT

1986-87 OBJECTIVES	1986-87 ACCOMPLISHMENTS
7. To upgrade the appearance of the Museum grounds and reduce maintenance costs through the installation of lawn areas and sprinkler systems and ongoing master planning.	7. Completed sprinkler installation and planting of a major lawn area. Long-range, master planning efforts will be completed in late 1987.

1987-88 OBJECTIVES

1. To complete one program cycle of the Valley Days Environmental Living Program and finish the development of the teacher guide.

2. To increase Museum efforts in attracting a greater share of the California tourism market to San Joaquin County.

3. To conduct long-range planning for the Museum and the Historical Society and produce a master plan for their development and support.

4. To develop a major, annual giving program to fund an operational endowment for the Society and the Museum.

5. To continue to recruit more volunteers and expand the Museum base of recognition, support, and visitation.

6. To complete construction and exhibit development in the C. M. Weber Homesite Exhibit, Gerald D. Kennedy Reference Library, and John Hammer Sr. Tractor Exhibit Building.

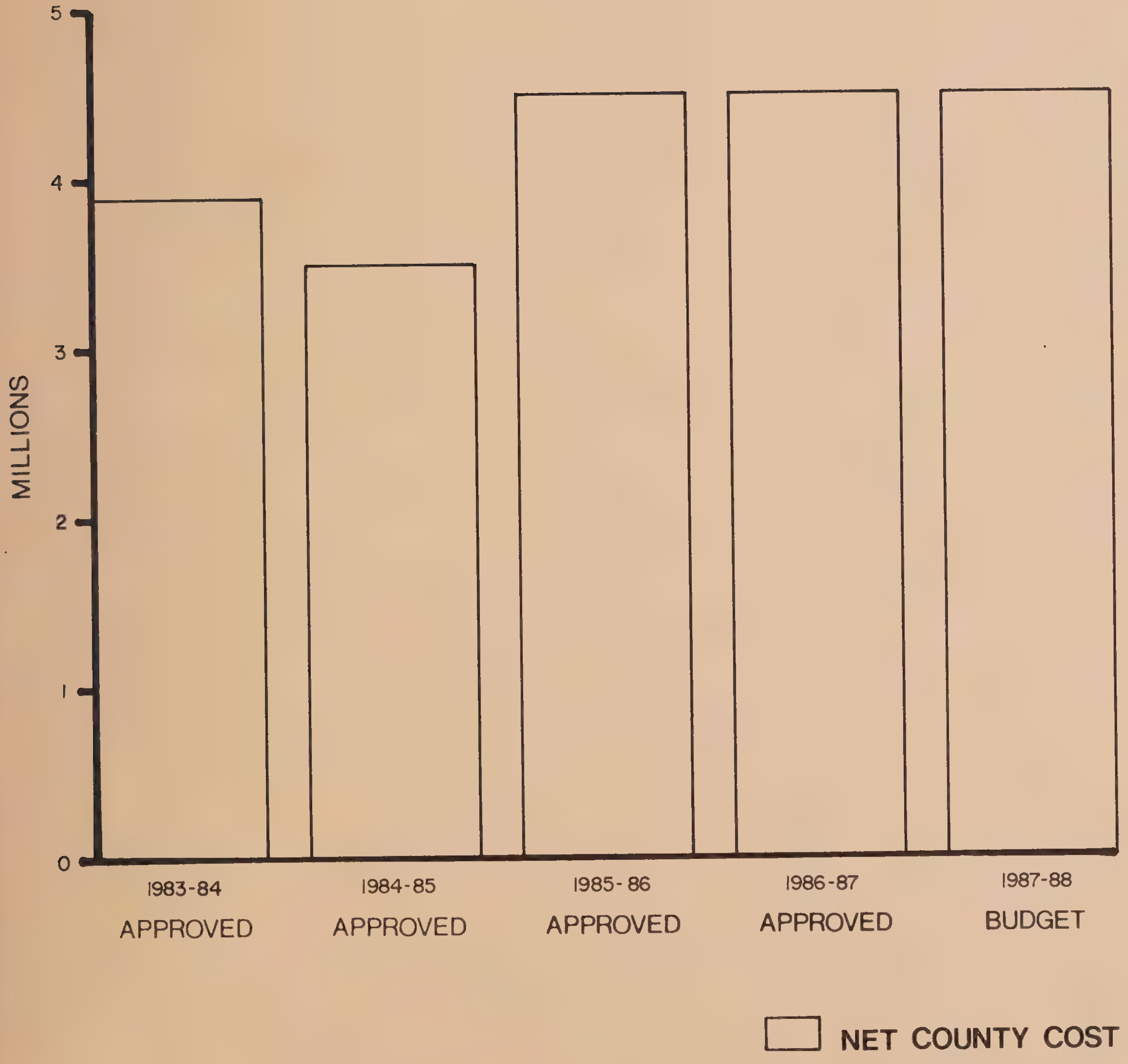
7. To complete the restoration of at least 10 pieces of agricultural equipment through the Adopt-A-Tractor program.

CONCURRENCE

Mr. Michael Bennett, Director of the Historical Society, agrees with the budget as proposed for 1987-88.

Contingencies

CHANGE IN PROGRAM EXPENDITURES



Contingencies

Summary

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 10660-Provision for Contingencies	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0
TOTAL - CONTINGENCIES	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0

	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
• 10660-Provision for Contingencies	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0
TOTAL - CONTINGENCIES	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0

BUDGET UNIT: 1066 CONTINGENCY
DEPARTMENT: RESERVE FOR CONTINGENCIES
FUNCTION: CONTINGENCIES
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

Fund: Contingency	1985-86 Actual	1986-87 Approved	1987-88 Requested	1987-88 Recommended	Inc./Dec.
Expenditures					
° Provision for Contingency	$ 0	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0
TOTAL APPROP	$ 0	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0
Earned Revenue By Source	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COST					
▪ Discretionary	$ 0	$ 4,500,000	$ 4,500,000	$ 4,500,000	$ 0
TOTAL STAFFING	0	0	0	0	0

MANDATE

There is no mandate for the Board of Supervisors to provide a contingency reserve. Government Code Section 29084(b) limits the Contingency Fund to 15% of the total appropriations contained in the budget.

PURPOSE

Provides funds to meet unforeseen expenditures in Countywide operating budget units.

PROGRAM DISCUSSION OF 1987-88 BUDGET

The Reserve for Contingencies budget is for unanticipated requirements occurring in all County operations during the fiscal year. While State statutes provide that up to 15% of the total of all other appropriations can be placed in reserve, the amounts provided in this County's budgets have been at a much lower level in recent years as illustrated below:

Fiscal Year	Total Budget Excluding Enterprise Funds	Contingency	% Of Total
1978-79	$149,237,098	$7,718,594	5.17
1979-80	157,721,693	1,850,000	1.17
1980-81	182,370,875	4,915,158	2.70
1981-82	220,753,958	5,594,598	2.53
1982-83	226,098,986	2,691,561	1.19
1983-84	254,593,376	3,900,000	1.53
1984-85	294,341,476	3,500,000	1.19
1985-86	317,308,301	4,500,000	1.42
1986-87	351,043,060	4,500,000	1.28

It is recommended that the amount placed in reserve for 1987-88 be $4,500,000, the same level provided in 1986-87. Although specific economic uncertainties in the coming year cannot be identified, it is prudent to maintain a reasonable level of fiscal insurance. The amounts reserved in the early 1980's generally were at higher percentages of the total budget than recommended for 1987-88.

BUDGET UNIT: 1066 CONTINGENCY
DEPARTMENT: RESERVE FOR CONTINGENCIES
FUNCTION: CONTINGENCIES
RESPONSIBLE MANAGER: DAVID D. ROWLANDS, JR.

PROGRAM DISCUSSION OF 1987-88 BUDGET

An accounting change prescribed by the State Controller requires the replenishment of the Contingency Fund for amounts transferred out in 1986-87 to be received as revenue. In the past this has been accomplished as fund-balance transfers reflected on Budget Schedule 2. The exact amount of this revenue to be required from the General Fund (Budget Unit 10804) will be adjust in the Final Budget.

Special Districts

1987-88 SPECIAL DISTRICT BUDGETS

The following is a listing of the 1986-87 Approved and 1987-88 Recommended appropriations for the Special District budgets governed by the Board of Supervisors. The funding levels recommended for interim adoption by the Board of Supervisors are the same as those approved for 1986-87.

The recommended appropriations for the 1987-88 Special District budgets are subject to complete adjustment in the Final Budget, based on assessed valuation growth, year-end fund balances, and a determination of 1987-88 requirements. This will be accomplished after the close of the 1986-87 fiscal year (June 30, 1987), when complete data is available. A fully revised Special District budget will be submitted to the Board of Supervisors during budget hearings in August of 1987.

LIGHTING DISTRICTS

	1986-87 Approved	1987-88 Recommended
Ash Street		$ 16,991
Boggs Tract		3,528
Burkett Gardens		32,045
Burkett Garden Acres		12,117
Clements		664
Eastview		5,472
Elkhorn		3,800
Farmington		1,473
Lathrop		24,471
Linden		7,624
Lockeford		6,629
Mariposa Heights		1,069
Mission Village		1,489
Morada Estates		2,845
Morada Manor		940
North Oaks		2,137
North Wilson Way		12,432
Northeast Stockton		34,828
Oro Street		16,892
Plymouth Village		14,381
Rancho Village		528
Ripon		61,142
Shasta Avenue		4,665
Shippee-French Camp		1,040
Silva Gardens		1,559
Stockton No. 5		1,199
South French Camp		1,949
Southwest Stockton		8,532
Tuxedo-Country Club		10,021
Victor		2,428
West Lane		2,685
West Stockton		29,569
Woodbridge		13,923
TOTAL-LIGHTING DISTRICTS		$341,067

MAINTENANCE DISTRICTS

	1986-87 Approved	1987-88 Recommended
Acampo		$ 11,100
Almond Park		8,828
Ashley Drain		714
Bear Creek Terrace		3,581
Bowling Green		1,097
Colonial Heights		245,875
Corral Hollow		13,544
Country Club Vista		1,077
Country Estates		714
Elkhorn Golf Course		10,091
Gayla Manor		8,846
Lambert Village		3,766

MAINTENANCE DISTRICTS (Continued)

Lathrop Acres	$ 53,793
Lincoln Village	842,066
Maurland Manor	7,205
Mokelumne Acres	36,818
Morada Acres	6,034
Morada Estates	14,801
Morada Manor	4,723
Pacific Gardens	295,777
Rancho San Joaquin	11,115
Raymus Village	63,243
Riviera Cliffs	3,121
Shaded Terrace	7,704
Spring Creek Estates	14,006
Summer Home Estates	768
Sunnyside Home	7,948
Walnut Acres	10,991
Wilkinson Manor	19,803
Wilkinson Manor-Zone A	10,570
TOTAL-MAINTENANCE DISTRICTS	$1,719,719

OTHER DISTRICTS

	1986-87 Approved	1987-88 Recommended
FIRE PROTECTION DISTRICTS		
Delta	$ 147,563	
WATER CONSERVATION & FLOOD CONTROL		
San Joaquin County Flood Control and Water Conservation	$ 344,729	
Flood Control Zone 9	1,058,401	
Flood Control Zone 10	5,000	
Ground Water Investigation - Zone 1	15,000	
Subtotal-Water Conservation and Flood Control	$1,423,130	
AIR POLLUTION CONTROL		
S.J. Co. Air Pollution Control	$ 420,457	
COUNTY SERVICE AREAS		
No. 1 Boggs Tract (Park)	$ 23,511	
No. 2 Madison (Park)	25,122	
No. 3 Garden Acres (Park)	45,014	
No. 3 Zone A-Tallahatchey (Park, Drainage)	4,881	
No. 4 Lathrop (Park)	80,866	
No. 4 Lathrop Zone A & Zone B	37,304	
No. 5 Raymus Village (Park)	30,264	
No. 8 Taft (Park)	61,665	
No. 11 Larch Clover (Park)	51,485	
No. 12 Thornton (Lighting, Water)	98,182	
No. 14 Victor (Drainage)	3,129	
No. 15 Waterloo-99 (Sewer, Drainage)	46,825	
No. 16 Par Country Estates (Water)	41,335	
No. 17 Cherokee Industrial Park (Drainage, Lighting)	21,639	
No. 18 Fairway Estates (Water, Lighting)	10,960	
No. 21 Oak Creek (Drainage)	1,152	
No. 22 Eagle Park (Sewer)	49,220	

COUNTY SERVICE AREAS (Continued)

No. 23 Granada Glen (Drainage, Lighting)	$ 4,896
No. 24 Moznett Estates (Drainage)	1,591
No. 25 Capewood Estates (Drainage)	521
No. 29 Forest Lake Ranchettes	2,191
No. 35 Los Ranchos	16,954
No. 36 Lloyd Lane	604
Subtotal-County Service Areas	$ 659,311
TOTAL-OTHER DISTRICTS	$2,650,461
TOTAL-DISTRICTS GOVERNED BY THE BOARD OF SUPERVISORS	$4,711,247